

Walters, Vivian (SBD)

From: Walters, Vivian (SBD)
Sent: Wednesday, October 19, 2011 10:40 AM
To: Bonilla, Lina (ISD)
Cc: Johnson, Laurie (SBD); Porter, Albert (SBD)
Subject: RQPM1200008
Attachments: Responses-Verification.pdf

Lina,

GM!

SDB has completed its analysis of the subject project, and will be a recommendation of a **"SBE Set-Aside"**. Find attached responses from a **"Verification of Availability"** conducted on SBE firms certified in the required commodities and satisfying the stated requirements.

Please respond at your earliest convenience with a confirmation as to your concurrence or dissent with the aforementioned recommendations.

Advise as to any "errors, omissions, and/or misunderstandings".

Regards,

Vivian O. Walters, Jr.

Contract Development Specialist II
Sustainability, Planning & Economic Enhancement Dept. (SPEED)
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
walterv@miamidade.gov

☎ Office (305) 375-3138 | 📠 Fax (305) 375-3160
"Delivering Excellence Every Day"

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<http://www.miamidade.gov/sba/about-project-review-and-analysis.asp>

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.



From: Walters, Vivian (SBD)
Sent: Monday, October 17, 2011 8:51 AM
To: Bonilla, Lina (DPM)
Cc: Johnson, Laurie (SBD)
Subject: RE: DBD DEPARTMENT INPUT.doc

Thank you!

Vivian O. Walters, Jr.

Contract Development Specialist II
Sustainability, Planning & Economic Enhancement Dept. (SPEED)
Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
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From: Bonilla, Lina (ISD)
Sent: Friday, October 14, 2011 3:44 PM
To: Walters, Vivian (SBD)
Subject: DBD DEPARTMENT INPUT.doc

Hi Vivian,

Attached is the revised input. Please advise if you need additional information. Thank you, LINA

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year otr.

The above referenced project is being considered for contract measures in the trade categories of:

- 988-36 - Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- 988-52 - Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

A and D The Gardening People Inc.
NAME OF SMALL BUSINESS ENTERPRISE

Certification Expires: Jan. 2012
DATE

20615 S.W. 114 Pl
ADDRESS

miami
CITY

33189
ZIP CODE

Telephone: 3-232-7559

Bonding Capacity: N/A

Francisco Altaro / President
PRINT NAME AND TITLE


SIGNATURE OF COMPANY REPRESENTATIVE

10/14/11
DATE

REVISED 10/11/04

DESCRIPTION OF PROJECT

Project Title: Landscape and Lawn Maintenance
Project Number: RQPM1200008
Department: Procurement Management
Estimated Cost: \$90,000.00

SCOPE

The purpose of this solicitation is to establish a contract for the purchase of landscaping and lawn maintenance services for Miami-Dade County. Vendor(s) shall provide routine grounds maintenance including: mowing, edging, mulching, pruning and trimming trees, removing weeds, fertilizing, cleaning-up, removing trash and litter.

3.2 WORK SCHEDULE

Services may NOT be started before 8:00 A.M.

Vendor(s) shall accomplish all landscape maintenance requirements during the scheduled working hours of each Library. Vendor(s) shall establish a schedule of routine work to be followed at each branch. This schedule must be submitted to the Library department on an annual basis at the start of the contract. The schedule shall include the dates and times for each site for the work listed throughout the solicitation. Vendors shall notify each branch affected or the Library department of any changes in this schedule at least twenty-four (24) hours in advance of the change. Vendor(s) shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets. In order to maintain the property in a uniform appearance, all work shall be completed in a continuous manner. This means that no work should be started at any location which cannot be finished the same or the next day.

3.3 MAINTENANCE TASKS

Vendor(s) shall perform 18 cycles per year unless otherwise indicated by the Site Manager. During the rainy season May through October two (2) cuts per month; during the dry season November through April one (1) cut per month.

A. Turf Mowing

1. Vendor(s) shall remove all litter and debris, including broken glass, rocks, and trash from turf area before mowing.
2. Vendor(s) shall insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be from pavement to pavement including swales in public right-of-ways.
3. Vendor(s) shall use the following mowers:
 - Reel mowers with rollers on Hybrid Bermuda grass
 - Reel mowers with rollers or rotary mowers on St. Augustine grass
 - Reel mowers with rollers, rotary mowers or fail mowers on Bahia grass.

4. Vendor(s) shall adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
5. Vendor(s) shall perform mowing so that no more than one third (1/3) of the grass blade is removed during mowing in returning the grass to the accepted height.
6. Vendor(s) shall use mower blades that are sharp enough to cut, rather than to tear grass blades.
7. Vendor(s) shall be careful so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities.
8. Vendor(s) shall remove grass clipping and debris caused by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
9. Vendor(s) shall not mow when weather or conditions will result in damaged turf.

B. Turf Trimming

1. Vendor(s) shall trim the grass during, or as an immediate operation following mowing.
2. Vendor(s) shall trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines.
3. Vendor(s) shall trim the grass at the same height as adjacent turf is mowed.
4. Vendor(s) shall trim the grass from around all obstacles and vertical surface in the turf such as posts, trees and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

C. Turf Edging

1. Mechanical edging (vertical trimming) of all turf edges is to be used in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios.
2. Turf edging as shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every mowing for uniform appearance.
3. Vendor(s) shall edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle.
4. Vendor(s) shall create the circle on the trees that do not have it.
5. Vendor(s) shall edge the turf approximately 10 inches out from the drip line of shrubs and hedges.

6. Dirt and debris produced by edging or trimming will be removed and swept away from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

D. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover.

E. Shrub, Hedge and Ground Pruning

Vendor(s) shall prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual Site Manager. Planters shall be trimmed and pruned as necessary to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

F. Tree Pruning

Pruning of trees shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Vendor shall consult a certified arborist as any improper pruning practices that result in damage to trees will be the vendor's responsibility.

1. Vendor(s) shall prune tree branches up to seven (7) feet over walkways and in areas designated by user department.
2. Vendor(s) shall prune tree branches up to twelve (12) feet from the ground regardless of size of limb.
3. Vendor(s) shall use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming.
4. Vendor(s) shall cut limbs flush with trunk to promote healing, leaving no stubs.
5. Vendor(s) shall paint with approved tree healing compound all cuts exceeding 1½ inches diameter.
6. Vendor(s) shall remove vines, debris, signs or any other materials attached to the trunk.
7. Vendor(s) shall remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of.
8. Vendor(s) shall remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

G. Mulching

Vendor shall apply brown chip mulch two (2) times a year around as indicated by the user department. Sample of the mulch shall be submitted to the user department for approval prior to installation.

H. Tree and Shrub Replacement

Vendor(s) shall notify the user department immediately after discovery of the following:

1. Dead and damaged plants.
2. Trees or plants that require staking, guying and set-up.
3. Trees that have died or have blown or knocked over.

Damages incurred to existing plants and trees due to the vendors' faulty maintenance or negligence as determined by the user department shall be repaired or replaced at the vendors' expense as follows:

1. Minor tree damage such as bark lost from impact or mowing equipment shall be remedied by the vendor. If damages result in loss of tree, the damaged tree shall be removed and replaced.
2. Minor shrub damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement.

Replacement shall be made by the vendor(s) in the kind and size of tree and condition. Where there is a difference in value between the lost tree and plant and, the replacement, this difference will be deducted from the vendor(s) payment.

Damage resulting from chemical operations, either spray drift, or lateral leaching shall be corrected using the above maintenance practices and the soil conditioned to insure its ability to support plant life.

Vendor(s) shall remove and properly dispose of all dead or injured trees with prior approval from the user department.

I. Weed Control

All landscaped areas within the specified areas including lawns, shrubs and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished every thirty (30) days on a continuing basis, as weeds appear. For the purpose of this specification a weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand, mechanical or chemical methods.

1. Vendor(s) shall mow, trim or edge weeds from turf areas as a part of turf care operations.
2. Vendor(s) shall manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the user department.
3. Vendor(s) shall cut back weeds four (4) times a year, minimum in areas such as canal banks, drainage areas, or rip-rapped areas.

4. Vendor(s) shall remove weeds from walkway curbs, gutter expansion joints, and along fence lines as needed or at least once a month, or as directed by the user department.

J. Disease and Pest Control (reporting requirements)

Vendor(s) shall regularly inspect all landscape areas for presence of disease infestation and shall report it to the user department, within four (4) days. The report shall include the following:

1. Name of the plant affected
2. Name of pest or disease
3. Name of the chemical to be used for treatment
4. Method of application
5. Schedule for applications (Only products approved by the Federal Environmental Protection Agency (EPA) and the State of Florida shall be recommended)

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.4 Fertilization

1. Vendor(s) shall prepare and submit for approval to the user department within ten (10) days after award of this contract, a complete annual maintenance fertilization program for the turf, shrubs, ground cover, flowers, and trees located in various locations that will assure plant growth and health within actual site conditions. The plan will indicate the kinds of fertilizers by guaranteed analysis, and rate of application, method of application, and schedule of applications.
2. Vendor(s) shall notify the user department at least three (3) days in advance of the dates and sites that will be fertilized and the type of fertilizer to be used. Permission to perform this activity must be received before the work can begin.
3. Vendor(s) will insure that the area being fertilized is clearly marked, in order to prevent inconvenience or illness to individuals. All excess fertilizer must be removed before the job is considered complete.
4. Fertilization will include the application of micronutrients (nitrogen, calcium, phosphorous, magnesium, and sulphur) and micronutrients (including iron, copper, manganese, molybdenum, zinc, boron) as may be required by specific plants for health and vigor.
5. Vendor(s) shall apply fertilizers by appropriate methods such as surface broadcasting, dry material, drench spray, or bedding soluble or liquid material.
6. Vendor(s) shall supply only new fertilizer materials purchased for a specific use.

A representative from the user department may be present during application of fertilizer.

A. Turf Fertilization

The annual maintenance fertilization program presented by the vendor for turf will provide for nutrition of 1) Bermuda grass under irrigation, 2) St. Augustine grass under irrigation, 3) Bermuda grass not under irrigation. The annual maintenance fertilization program will be prepared in accordance with recommendations contained in the Florida Cooperative Extension Service, University of Florida publication: General Recommendation for Fertilization of Turf Grasses in Florida Soils #5-3M-79.

1. Minimum specification for annual fertilization of St. Augustine grass under irrigation are:
 - a. Application of 16-4-8 acid-loving, sulfur coated urea (SCU) fertilizer at the rate of 6 pounds per 1,000 square feet of turf.
 - b. Frequency for application of fertilization shall be twice (2 times) per year.
2. Minimum specification for annual fertilization of St. Augustine not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and three (3) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of applications: two (2); one (1) in March or April, and the other in October or November, shall be "complete mix fertilizer" containing nitrogen, phosphorous and potash, with at least 25% of nitrogen in organic form.
3. Minimum specifications for annual fertilization of Bermuda grass not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and two (2) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of application: one (1) at the beginning of rainy season (May) shall be "complete mix fertilizer" containing nitrogen, phosphorous, and potash, with at least 80% of nitrogen in organic form.

B. Shrubs, Ground Covers, Flower Beds and Hedges Fertilization

Shrubs, ground covers, flower beds and hedges shall be fertilized with 6 pounds per 1,000 square feet of organic with Milorganite or approved equal fertilizer applied in April and in September.

Manufacturer's brand name is used for the sole purpose of establishing minimum requirement of level of quality, standards of performance and is in no way intended to prohibit the bidding of other manufacturers.

Fertilization applications will be made by measured broadcasting of dry material, or measured spray or drench application of soluble or liquid material.

C. Trees / Palms Fertilization

Trees and palms shall be fertilized in April or May and September. Trees shall be fertilized with 3 pounds of 15-5-8 granular release fertilizer per inch of tree diameter at breast height broadcast evenly under the drip line of the tree. Palms shall be fertilized with 10-5-5 special palm fertilizer, containing necessary micro and macro elements at a ratio of (3) pounds per palm up to six (6) feet in height and up to but not more than ten (10) pounds for larger palms.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.5 Gardening Services

A. Gardening services are to be performed including the following:

1. Vendor(s) shall hand weed all the flower beds, mulched areas and planters
2. Vendor(s) shall trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the user departments' instructions.
3. Vendor(s) shall remove the dead branches and canes. Vendor(s) shall remove forced suckers.

4. Vendor(s) shall blow the leaves from all flower beds and mulches areas.
 5. Vendor(s) shall maintain the swale areas.
- B. The butterfly garden at the Coral Gables Branch needs special care in order not to disturb the balance between the butterfly's and the plants that they feed from / are attracted to.
- Vendors shall do selective pruning at each visit or as required.
- C. The maintain a man made pond at the Key Biscayne Branch requires regular cleaning, removal of surface debris with every visit and twice a year removal of the bottom waste that needs to be dredged, cleaned of debris in order to maintain the current ecosystem which inhabits the area.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

*This information is REQUIRED along with the signed Verification Form

QUESTIONNAIRE

The Division of Small Business Development (SBD) is requesting information on the Bidder's experience and capability to provide services requested under this project. The questions represent a list of minimum requirements that must be answered by the bidder and aids SBD in realizing the maximum opportunity in identifying a goal.

Provide the number of years that your firm has been in existence and the primary market(s) served / serve.

our firm has been in business since 2004, our firm serves landscape, tree service, commercial, and residential properties.

Provide a detailed description of at least three (3) comparable contracts which your firm has (either) ongoing or completed within the past five (5) years that relates to the scopes of work detailed in this project

- a. Name of Client:
Contract duration
Contact name and number
- b. Name of Client:
Contract duration
Contact name and number
- c. Name of Client:
Contract duration
Contact name and number

Please provide any additional information that supports your ability to quality for award of subject contract.

we are a licensed and insured company that works with commercial and residential. The service we provide are as follows:
Tree and Palm Service, Stump removal, complete lawn and gardening service.



To whom this may concern,

A & D the Gardening People have worked with several Barclay's Complete Property Management companies for years. They have provided our companies with many services, example: Trimming, Fertilizing, Irrigation repairs, etc. Filiberto Obregon and Francisco Alfaro, are certified and know what they are doing when they are on the job. I would recommend A & D to any companies that are looking for a new outlook in the outside property needs. We enjoy the landscape projects and services that A & D has provided to our properties.

Sincerely,



Duran L. Gott-Weich, Controller

To whom this may concern,

A and D landscaping has maintained my residence for the past several years. In this time they have provided me with the most professional and courteous service. They arrive promptly on my days of service and take extreme pride in the work they perform.

Francisco Alfaro are true experts when it comes to plant selection, fertilization, along with irrigation installation and requirements. They recently transformed my backyard into a creative "tropical oasis" that my husband and I enjoy very much. I highly recommend A and D to anyone looking for a professional landscaping company with personable service for their landscaping needs.

Sincerely,



Carol Chanin
6095 North Bay Rd
Miami Beach, Fl. 33140

Mr. & Mrs. Daniel R. Lever
5540 Pine Tree Drive
Miami Beach, Florida 33140

Via E-mail: orange2greenleaf@yahoo.com

Mr. Francisco Alfaro
A&D The Gardening People, Inc.
PH. (305) 232-7559
FAX (305) 232-0073

Dear Mr. Alfaro:

I am writing to thank you for your great service this past year. As you know, my wife and I went through two different landscapers before retaining your services. The prior landscaping companies showed very little interest in "owning" their work. We had countless problems with yard maintenance and the sprinkler system. Your team adopted those problems, the unfinished work and improperly completed work. In a matter of months, you turned everything around.

Further, as you know, my yard needed a complete overhaul - new grass, repairs to an out-dated sprinkler system, and the removal of diseased trees. You and your team always completed work quickly and correctly, never going over budget. When parts of the grass did not survive, you stood by your work and replaced it at no cost to me. I greatly appreciate your hard work and professionalism.

Regards,



Daniel R. Lever

Wednesday, September 28, 2011

A&D

THE GARDENING PEOPLE, Inc.

Office: (305)232-7559 Francisco: (786)236-0609 Fax: (305) 232-0073
orange2greenleaf@yahoo.com
www.adgardening.com

Detail description of 3 contracts, witch our company completed.

1. 08/10/11- Villas of St Agnes Condo.330 NW 19th Terr unit 61 Miami FL 331361
 - Live oak 4 Fox tail palms and 7 Green button wood. to be transplanted.
2. 11/04/10- Pine Apple Building. 653 Michigan Ave Miami Beach FL 33139
 - 3 Blue Tango Bromeliad 3 gal .Planted
 - 3 Lady Palm 3 gal
 - 21 Alamanda (10 Yellow and 11 Purple)
 - 9 Ruellia Bush 1-3 gal
 - 33 Purple Lantana 1 gal
 - 102 of Landscape woods /- Ribar Included and concrete screening sand to sit the woods
 - ½ Yard Fertilizer soil
3. 05/17/10- Blue Sky/Riviera Arms-732 Euclid Ave Miami Beach Fl 33139
 - Ficus to be replace by south of fence (city walkway)
 - -8 Ficus 15 gal 4-6'
 - Dripping system for irrigation to three planter pot's
 - Front court yard / South planter:
 - -120 Green Liriope Bed Note: Transplant the existing ones on north side to the south side of the court yard.
 - Front court yard / North planter:
 - -1 Fish Tail palm 6'-8' 25 gal
 - 160 Dwarf Mondo Grass bed
 - Two stump to be removed on north of building planter
 - Mulch
 - 140 bags of Pine Bark mulch

Walters, Vivian (SBD)

From: A & D The Gardening People [orange2greenleaf@yahoo.com]
Sent: Friday, October 14, 2011 12:45 PM
To: Walters, Vivian (SBD)
Subject: A&D THE GARDENING PEOPLE, INC.-Verification of availability form.
Attachments: V.F.jpg; V.F (1).jpg; V.F (2).jpg; V.F (3).jpg; V.F (4).jpg; V.F (5).jpg; V.F (6).jpg; V.F (7).jpg;
V.F (8).jpg; V.F (9).jpg; V.F (10).jpg; V.F (11).jpg; V.F (12).jpg

*A&D THE GARDENING PEOPLE, INC.
20615 SW 114 Pl
Miami Fl 33189
Secretary-Dailys PH. (305) 232-7559
FAX:(305) 232-0073
Landscaper-Francisco (786)236-0609*



October 14, 2011

To: SBE Firms

Re: Landscape and Lawn Maintenance

Project No.: RQPM1200008

The above-referenced project is being considered for a **Set-Aside** (for) competition solely amongst Small Business Enterprise (SBE) firms. If you are interested in participating as a **SBE Prime Contractor** to perform work in connection with this project, **please complete and return the attached Verification of Availability form (answering all the questions listed as well as other requested information), by 10:00am, Wednesday October 19, 2011.**

Please review the attached project description and requirements. These specifications are being reviewed and are subject to change.

The Verification of Availability form and required examples of previous work may be sent via facsimile transmission (305) 375-3160 or email to walterv@miamidade.gov. If you have any questions, please contact me at (305) 375-3138.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vivian O. Walters, Jr.', written over a horizontal line.

Vivian O. Walters, Jr.,
Contract Development Specialist 2
Business and Professional Development Division

Attachments

RECEIVED
DEPT. BUSINESS DEV.

2011 OCT 17 AM 11:00

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year otr.

The above referenced project is being considered for contract measures in the trade categories of:

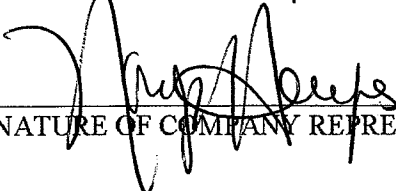
- **988-36** – Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- **988-52** – Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

SunCoast Nursery & Tiki Huts, Inc. Certification Expires: 7/31/14
NAME OF SMALL BUSINESS ENTERPRISE DATE

17350 SW 236 Street Homestead 33031
ADDRESS CITY ZIP CODE

Telephone: 305 257 7070 Bonding Capacity: N/A

Norys Hayes, Vice-President
PRINT NAME AND TITLE

 10-15-11
SIGNATURE OF COMPANY REPRESENTATIVE DATE

DESCRIPTION OF PROJECT

Project Title: Landscape and Lawn Maintenance

Project Number: RQPM1200008

Department: Procurement Management

Estimated Cost: \$90,000.00

SCOPE

The purpose of this solicitation is to establish a contract for the purchase of landscaping and lawn maintenance services for Miami-Dade County. Vendor(s) shall provide routine grounds maintenance including: mowing, edging, mulching, , pruning and trimming trees, removing weeds, fertilizing, cleaning-up, removing trash and litter.

3.2 WORK SCHEDULE

Services may NOT be started before 8:00 A.M.

Vendor(s) shall accomplish all landscape maintenance requirements during the scheduled working hours of each Library. Vendor(s) shall establish a schedule of routine work to be followed at each branch. This schedule must be submitted to the Library department on an annual basis at the start of the contract. The schedule shall include the dates and times for each site for the work listed throughout the solicitation. Vendors shall notify each branch affected or the Library department of any changes in this schedule at least twenty-four (24) hours in advance of the change. Vendor(s) shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets. In order to maintain the property in a uniform appearance, all work shall be completed in a continuous manner. This means that no work should be started at any location which cannot be finished the same or the next day.

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2. Vendor(s) shall insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be from pavement to pavement including swales in public right-of-ways.
3. Vendor(s) shall use the following mowers:
 - Reel mowers with rollers on Hybrid Bermuda grass
 - Reel mowers with rollers or rotary mowers on St. Augustine grass
 - Reel mowers with rollers, rotary mowers or fail mowers on Bahia grass.

4. Vendor(s) shall adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
5. Vendor(s) shall perform mowing so that no more than one third (1/3) of the grass blade is removed during mowing in returning the grass to the accepted height.
6. Vendor(s) shall use mower blades that are sharp enough to cut, rather than to tear grass blades.
7. Vendor(s) shall be careful so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities.
8. Vendor(s) shall remove grass clipping and debris caused by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
9. Vendor(s) shall not mow when weather or conditions will result in damaged turf.

B. Turf Trimming

1. Vendor(s) shall trim the grass during, or as an immediate operation following mowing.
2. Vendor(s) shall trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines.
3. Vendor(s) shall trim the grass at the same height as adjacent turf is mowed.
4. Vendor(s) shall trim the grass from around all obstacles and vertical surface in the turf such as posts, trees and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

C. Turf Edging

1. Mechanical edging (vertical trimming) of all turf edges is to be used in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios.
2. Turf edging as shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every mowing for uniform appearance.
3. Vendor(s) shall edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle.
4. Vendor(s) shall create the circle on the trees that do not have it.
5. Vendor(s) shall edge the turf approximately 10 inches out from the drip line of shrubs and hedges.

6. Dirt and debris produced by edging or trimming will be removed and swept away from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

D. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover.

E. Shrub, Hedge and Ground Pruning

Vendor(s) shall prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual Site Manager. Planters shall be trimmed and pruned as necessary to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

F. Tree Pruning

Pruning of trees shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Vendor shall consult a certified arborist as any improper pruning practices that result in damage to trees will be the vendor's responsibility.

1. Vendor(s) shall prune tree branches up to seven (7) feet over walkways and in areas designated by user department.
2. Vendor(s) shall prune tree branches up to twelve (12) feet from the ground regardless of size of limb.
3. Vendor(s) shall use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming.
4. Vendor(s) shall cut limbs flush with trunk to promote healing, leaving no stubs.
5. Vendor(s) shall paint with approved tree healing compound all cuts exceeding 1½ inches diameter.
6. Vendor(s) shall remove vines, debris, signs or any other materials attached to the trunk.
7. Vendor(s) shall remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of.
8. Vendor(s) shall remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

G. Mulching

Vendor shall apply brown chip mulch two (2) times a year around as indicated by the user department. Sample of the mulch shall be submitted to the user department for approval prior to installation.

H. Tree and Shrub Replacement

Vendor(s) shall notify the user department immediately after discovery of the following:

1. Dead and damaged plants.
2. Trees or plants that require staking, guying and set-up.
3. Trees that have died or have blown or knocked over.

Damages incurred to existing plants and trees due to the vendors' faulty maintenance or negligence as determined by the user department shall be repaired or replaced at the vendors' expense as follows:

1. Minor tree damage such as bark lost from impact or mowing equipment shall be remedied by the vendor. If damages result in loss of tree, the damaged tree shall be removed and replaced.
2. Minor shrub damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement.

Replacement shall be made by the vendor(s) in the kind and size of tree and condition. Where there is a difference in value between the lost tree and plant and, the replacement, this difference will be deducted from the vendor(s) payment.

Damage resulting from chemical operations, either spray drift, or lateral leaching shall be corrected using the above maintenance practices and the soil conditioned to insure its ability to support plant life.

Vendor(s) shall remove and properly dispose of all dead or injured trees with prior approval from the user department.

I. Weed Control

All landscaped areas within the specified areas including lawns, shrubs and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished every thirty (30) days on a continuing basis, as weeds appear. For the purpose of this specification a weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand, mechanical or chemical methods.

1. Vendor(s) shall mow, trim or edge weeds from turf areas as a part of turf care operations.
2. Vendor(s) shall manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the user department.
3. Vendor(s) shall cut back weeds four (4) times a year, minimum in areas such as canal banks, drainage areas, or rip-rapped areas.

4. Vendor(s) shall remove weeds from walkway curbs, gutter expansion joints, and along fence lines as needed or at least once a month, or as directed by the user department.

J. Disease and Pest Control (reporting requirements)

Vendor(s) shall regularly inspect all landscape areas for presence of disease infestation and shall report it to the user department, within four (4) days. The report shall include the following:

1. Name of the plant affected
2. Name of pest or disease
3. Name of the chemical to be used for treatment
4. Method of application
5. Schedule for applications (Only products approved by the Federal Environmental Protection Agency (EPA) and the State of Florida shall recommended)

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.4 Fertilization

1. Vendor(s) shall prepare and submit for approval to the user department within ten (10) days after award of this contract, a complete annual maintenance fertilization program for the turf, shrubs, ground cover, flowers, and trees located in various locations that will assure plant growth and health within actual site conditions. The plan will indicate the kinds of fertilizers by guaranteed analysis, and rate of application, method of application, and schedule of applications.
2. Vendor(s) shall notify the user department at least three (3) days in advance of the dates and sites that will be fertilized and the type of fertilizer to be used. Permission to perform this activity must be received before the work can begin.
3. Vendor(s) will insure that the area being fertilized is clearly marked, in order to prevent inconvenience or illness to individuals. All excess fertilizer must be removed before the job is considered complete.
4. Fertilization will include the application of micronutrients (nitrogen, calcium, phosphorous, magnesium, and sulphur) and micronutrients (including iron, copper, magnets, molybdenum, zinc, boron) as may be required by specific plants for health and vigor.
5. Vendor(s) shall apply fertilizers by appropriate methods such as surface broadcasting, dry material, drench spray, or betting soluble or liquid material.
6. Vendor(s) shall supply only new fertilizer materials purchased for a specific use.

A representative from the user department may be present during application of fertilizer.

A. Turf Fertilization

The annual maintenance fertilization program presented by the vendor for turf will provide for nutrition of 1) Bermuda grass under irrigation, 2) St. Augustine grass under irrigation, 3) Bermuda grass not under irrigation. The annual maintenance fertilization program will be prepared in accordance with recommendations contained in the Florida Cooperative Extension Service, University of Florida publication: General Recommendation for Fertilization of Turf Grasses in Florida Soils #5-3M-79.

1. Minimum specification for annual fertilization of St. Augustine grass under irrigation are:
 - a. Application of 16-4-8 acid-loving, sulfur coated urea (SCU) fertilizer at the rate of 6 pounds per 1,000 square feet of turf.
 - b. Frequency for application of fertilization shall be twice (2 times) per year.
2. Minimum specification for annual fertilization of St. Augustine not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and three (3) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of applications: two (2); one (1) in March or April, and the other in October or November, shall be "complete mix fertilizer" containing nitrogen, phosphorous and potash, with at least 25% of nitrogen in organic form.
3. Minimum specifications for annual fertilization of Bermuda grass not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and two (2) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of application: one (1) at the beginning of rainy season (May) shall be "complete mix fertilizer" containing nitrogen, phosphorous, and potash, with at least 80% of nitrogen in organic form.

B. Shrubs, Ground Covers, Flower Beds and Hedges Fertilization

Shrubs, ground covers, flower beds and hedges shall be fertilized with 6 pounds per 1,000 square feet of organic with Milorganite or approved equal fertilizer applied in April and in September.

Manufacturer's brand name is used for the sole purpose of establishing minimum requirement of level of quality, standards of performance and is in no way intended to prohibit the bidding of other manufacturers.

Fertilization applications will be made by measured broadcasting of dry material, or measured spray or drench application of soluble or liquid material.

C. Trees / Palms Fertilization

Trees and palms shall be fertilized in April or May and September. Trees shall be fertilized with 3 pounds of 15-5-8 granular release fertilizer per inch of tree diameter at breast height broadcast evenly under the drip line of the tree. Palms shall be fertilized with 10-5-5 special palm fertilizer, containing necessary micro and macro elements at a ratio of (3) pounds per palm up to six (6) feet in height and up to but not more than ten (10) pounds for larger palms.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.5 Gardening Services

A. Gardening services are to be performed including the following:

1. Vendor(s) shall hand weed all the flower beds, mulched areas and planters
2. Vendor(s) shall trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the user departments' instructions.
3. Vendor(s) shall remove the dead branches and canes. Vendor(s) shall remove forced suckers.

4. Vendor(s) shall blow the leaves from all flower beds and mulches areas.
 5. Vendor(s) shall maintain the swale areas.
- B. The butterfly garden at the Coral Gables Branch needs special care in order not to disturb the balance between the butterfly's and the plants that they feed from / are attracted to.
- Vendors shall do selective pruning at each visit or as required.
- C. The maintain a man made pond at the Key Biscayne Branch requires regular cleaning, removal of surface debris with every visit and twice a year removal of the bottom waste that needs to be dredged, cleaned of debris in order to maintain the current ecosystem which inhabits the area.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

***This information is REQUIRED along with the signed Verification Form**

QUESTIONNAIRE

The Division of Small Business Development (SBD) is requesting information on the Bidder's experience and capability to provide services requested under this project. The questions represent a list of minimum requirements that must be answered by the bidder and aids SBD in realizing the maximum opportunity in identifying a goal.

Provide the number of years that your firm has been in existence and the primary market(s) served / serve.

SunCoast Nursery & Tiki Huts, Inc. has been in existence for over 10 years. Among the primary markets serve are: landscaping, lawn maintenance, tree trimming/pruning, Pest Control, fertilization, etc.

Provide a detailed description of at least three (3) comparable contracts which your firm has (either) ongoing or completed within the past five (5) years that relates to the scopes of work detailed in this project

- a. Name of Client: Alligator Landscaping, Inc.
 Contract duration 3/1/10 to 3/15/10
 Contact name and number Justo Naranzo Ph: 561 718-5560
- b. Name of Client: Howard Park, LTD and Park Green, LTD
 Contract duration 5/10 - 5/11
 Contact name and number L.T Clayton Ph: 786 295-0044
- c. Name of Client: Southeast Utilities group, Inc.
 Contract duration 3/18/08 - 4/09
 Contact name and number Deric Rivera Ph: 786 255 3568

Please provide any additional information that supports your ability to quality for award of subject contract.

See attachment

SUNCOAST NURSERY & TIKI HUTS, INC.

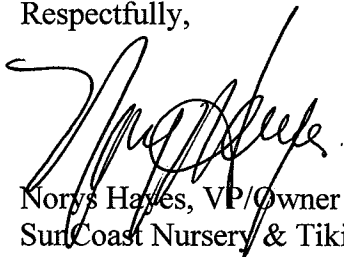
October 15, 2011

Department of Small Business Development
Community Business Enterprise Program
111 NW 1st Street, 19th Floor
Miami, FL 33128

Mr. Vivian Walters, Jr.

The purpose of this letter is to inform you that my company, SunCoast Nursery & Tiki Huts, Inc., has actively and normally been engaged in business for the services/ items being procured under this solicitation for over 10 years. We have all the necessary organization, experience, equipment and staff to properly fulfill all the conditions, requirements, and specifications required under this solicitation. As proof, I have enclosed a copy of all my certifications with the State of Florida. Should you have any questions regarding this matter, please feel free to contact me.

Respectfully,



Norys Hayes, VP/Owner
SunCoast Nursery & Tiki Huts, Inc.



17350 SW 236 Street
Homestead, FL 33031

PH: (305) 257-7070
FAX: (305) 257-7076
E-MAIL: suncoastnurserytikihuts@hotmail.com
WEB SITE: WWW.SUNCOASTNURSERYTIKIHUTS.COM

This is to certify that:

Norys Hayes

Certification # CC3 0310

is a duly qualified

FNGLA Certified Landscape Contractor

Expires: 12/31/2013

This is to certify that:

Norys Hayes

Certification # HC3 6912

is a duly qualified

FNGLA Certified Horticulture Professional

Expires: 12/31/2013

This is to certify that:

Norys Hayes

Certification # TC3 0194

is a duly qualified

FNGLA Certified Landscape Technician

Expires: 12/31/2013



International
Society
of Arboriculture

CERTIFIED ARBORIST

Norys Hayes

Certificate Number:

FL-6090A

Expiration Date:

Dec 31, 2012

Florida Department of Agriculture and Consumer Services

Pesticide Certification Office
Commercial Applicator License
License # CM20334

HAYES, NORYS
17350 SW 236 ST
HOMESTEAD, FL 33031

Categories
6

Issued: March 26, 2010

Expires: March 31, 2014

Norys Hayes
Signature of Licensee

Charles H. Bronson
CHARLES H. BRONSON, COMMISSIONER

The above individual is licensed under the provisions of Chapter 487, F.S. to purchase and apply restricted use pesticides

State of Florida
DEPARTMENT OF
ENVIRONMENTAL PROTECTION

Norys Hayes

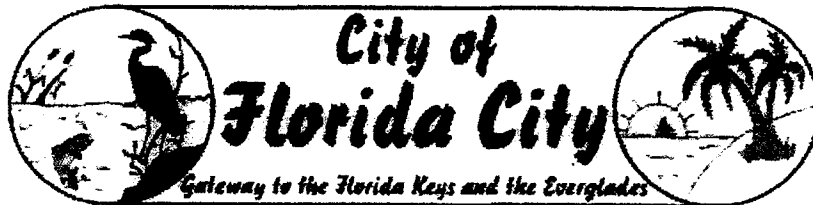
GV13083-1

Certificate #

GV13083

Trainee ID #

**GREEN INDUSTRIES BEST MANAGEMENT PRACTICES
TRAINING PROGRAM**



Office of the Mayor

August 4, 2011

LETTER OF RECOMMENDATION

As Mayor of the City of Florida City, Florida, I wholeheartedly recommend Suncoast Nursery & Tiki Huts, Inc. for all your landscaping needs. Mr. Isaac Hayes and his team of dedicated professionals have done outstanding work in the Florida City and South Dade community.

Those who have used their services in our city have been emphatically pleased with the quality of their work.

Do not hesitate to contact me should you require additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Otis T. Wallace', is written over a horizontal line.

OTIS T. WALLACE, MAYOR

HOWARD PARK, LTD
1615 NW 1st Ave
Florida City, Florida 33034
Office: 786-295-0044 Fax: 305-246-5821

August 1, 2011

Re: Letter of Recommendation

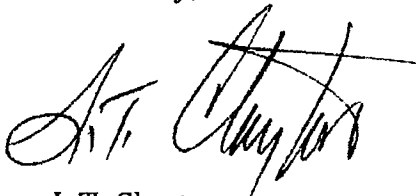
Projects: 950-960 N.W. 15th Street, Florida City
1050-1070 N.W. 9th Ave., Florida City

To whom it may concern:

I L.T. Clayton, President of Howard Park, LTD and Park Green, LTD recommend Suncoast Nursery & Tiki Huts, Inc. for all your landscaping needs. Mr. Isaac Hayes and his team have worked on several of my federally funded projects they are dedicated and professional. We have used their landscape, maintenance and clean-up services. I have been pleasantly pleased with the outstanding work and service they have provided.

Should you need additional information please contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'L.T. Clayton', with a stylized, cursive script.

L.T. Clayton
President



miamidade.gov

Small Business Development

111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

August 22, 2011

CERT. NO: 14622

Approval Date: 07/22/2011 - MICRO/SBE

Expiration Date: 07/31/2014

Ms. Norys Peerz-Hayes
SUNCOAST NURSERY & TIKI HUTS, INC.
17350 SW 236th St
Homestead, FL 33031-0000

ANNUAL ANNIVERSARY: 07/22/2012

Dear Ms. Peerz-Hayes:

The Department of Small Business Development (SBD) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Micro/Small Business Enterprise (MICRO/SBE) in accordance with section 2-8.1.1.1.1 of the Code of Miami Dade County.

This certification is valid for three years provided there are no changes rendering your firm ineligible for certification. You are required to submit a "Continuing Eligibility Affidavit" annually with specific supporting documents on or before your Anniversary Date as listed above. You will be notified in advance of your firm's Anniversary Date. Failure to comply with the said responsibilities may result in immediate action to decertify your firm. Every three years you will receive a full recertification review that may include an onsite investigation; SBD will also notify you accordingly.

If at any time during the certification period, there is a material change in your firm, including, but not limited to ownership, officers, Director, scope of work being performed, daily operations, affiliations with other business (es) or physical location of the firm, you must notify this office in writing within (30) days. Notification should include supporting documentation. You will receive timely instructions from this office as to how you should proceed, if necessary.

Your company is certified in the following categories as listed below, affording you the opportunity to bid and participate on contracts with small business measures. Please note that the categories listed are very general and are used only to assist our customers in searching the directory for certified firms to meet contract needs. The directory for all certified firms can be accessed on the Miami-Dade County SBD website <http://www.miamidade.gov/sba>.

Thank you for doing business with Miami Dade County.

Sincerely,


Penelope Townsley
Director

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)

ARBORIST SERVICES (MICRO/SBE)

GROUND MAINTENANCE: MOWING, EDGING, PLANT (NOT TREE) TRIMMING, ETC. (MICRO/SBE)

LANDSCAPING (INCLUDING DESIGN, FERTILIZING, PLANTING, ETC., BUT NOT GROUNDS MAINTENANCE OR TREE TRIMMING SERVICES) (MICRO/SBE)

TREE AND SHRUB REMOVAL SERVICES (MICRO/SBE)

cc: Patrice Hill, Certification Specialist



miamidade.gov

Small Business Development

111 NW 1 Street, 19th Floor

Miami, Florida 33128

T 305-375-3111 F 305-375-3160

CERT. NO: 14526

ANNIVERSARY DATE: 05/13/2012

May 16, 2011

Ms. Norys Peerz-Hayes
SUNCOAST NURSERY & TIKI HUTS, INC.
17350 SW 236th St
Homestead, FL 33031-0000

Dear Ms. Peerz-Hayes:

The Department of Small Business Development (SBD) has completed the review of your application and the attachments submitted for certification. Your firm is officially certified as a Disadvantaged Business Enterprise (DBE) in accordance with the State of Florida Unified Certification Program (UCP) approved by the U.S. Department of Transportation (FDOT) in the categories listed below. This certification affords your company the opportunity to participate in contracts throughout the State of Florida with DBE measures.

Your DBE certification requires you to complete a Continuing Eligibility affidavit annually. To ensure timely processing the Continuing Eligibility affidavit is accessible at http://www.miamidade.gov/sba/library/continuing_eligibility_package.pdf. A hard copy is available upon request and may be sent to you via mail or facsimile. Failure to complete and submit the required affidavit with the required supporting documents on or before your anniversary date may result in the removal of your company from the Florida DBE Unified Certification Program.

If any changes occur within your company during the certified period (such as ownership, address, telephone number, trade category, licensing, technical certification, bonding capacity, or if the business ceases to exist) you are required to notify this department within 30 days in writing. It is of critical importance that the current information regarding your company be maintained. All inquiries or changes related to this certification should be directed to Patrice Hill in the Certification Unit.

Should you have questions regarding your firm's certification, Patrice Hill will be pleased to assist you.

We look forward to your participation and success in Miami-Dade County's disadvantaged business enterprise programs.

Sincerely,

Penelope Townsley
Director

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)
LANDSCAPING SERVICES (DBE)

cc: Patrice Hill, Certification Specialist

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1st STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year otr.

The above referenced project is being considered for contract measures in the trade categories of:

- 988-36 – Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- 988-52 – Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

Groundkeepers, Inc Certification Expires: Feb 28, 2012
NAME OF SMALL BUSINESS ENTERPRISE DATE

8004 NW 154th Street, Suite 330 Homestead, FL 33016
ADDRESS CITY ZIP CODE

Telephone: (305) 825-1712 Bonding Capacity: N/A

Andrew J. Gonzalez
PRINT NAME AND TITLE

[Signature] 10/14/11
SIGNATURE OF COMPANY REPRESENTATIVE DATE

REVISED 10/11/94

DESCRIPTION OF PROJECT

Project Title: Landscape and Lawn Maintenance

Project Number: RQPM1200008

Department: Procurement Management

Estimated Cost: \$90,000.00

SCOPE

The purpose of this solicitation is to establish a contract for the purchase of landscaping and lawn maintenance services for Miami-Dade County. Vendor(s) shall provide routine grounds maintenance including: mowing, edging, mulching, , pruning and trimming trees, removing weeds, fertilizing, cleaning-up, removing trash and litter.

3.2 WORK SCHEDULE

Services may NOT be started before 8:00 A.M.

Vendor(s) shall accomplish all landscape maintenance requirements during the scheduled working hours of each Library. Vendor(s) shall establish a schedule of routine work to be followed at each branch. This schedule must be submitted to the Library department on an annual basis at the start of the contract. The schedule shall include the dates and times for each site for the work listed throughout the solicitation. Vendors shall notify each branch affected or the Library department of any changes in this schedule at least twenty-four (24) hours in advance of the change. Vendor(s) shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets. In order to maintain the property in a uniform appearance, all work shall be completed in a continuous manner. This means that no work should be started at any location which cannot be finished the same or the next day.

3.3 MAINTENANCE TASKS

Vendor(s) shall perform 18 cycles per year unless otherwise indicated by the Site Manager. During the rainy season May through October two (2) cuts per month; during the dry season November through April one (1) cut per month.

A. Turf Mowing

1. Vendor(s) shall remove all litter and debris, including broken glass, rocks, and trash from turf area before mowing.
2. Vendor(s) shall insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be from pavement to pavement including swales in public right-of-ways.
3. Vendor(s) shall use the following mowers:
 - Reel mowers with rollers on Hybrid Bermuda grass
 - Reel mowers with rollers or rotary mowers on St. Augustine grass
 - Reel mowers with rollers, rotary mowers or fail mowers on Bahia grass.

4. Vendor(s) shall adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
5. Vendor(s) shall perform mowing so that no more than one third (1/3) of the grass blade is removed during mowing in returning the grass to the accepted height.
6. Vendor(s) shall use mower blades that are sharp enough to cut, rather than to tear grass blades.
7. Vendor(s) shall be careful so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities.
8. Vendor(s) shall remove grass clipping and debris caused by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
9. Vendor(s) shall not mow when weather or conditions will result in damaged turf.

B. Turf Trimming

1. Vendor(s) shall trim the grass during, or as an immediate operation following mowing.
2. Vendor(s) shall trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines.
3. Vendor(s) shall trim the grass at the same height as adjacent turf is mowed.
4. Vendor(s) shall trim the grass from around all obstacles and vertical surface in the turf such as posts, trees and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

C. Turf Edging

1. Mechanical edging (vertical trimming) of all turf edges is to be used in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios.
2. Turf edging as shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every mowing for uniform appearance.
3. Vendor(s) shall edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle.
4. Vendor(s) shall create the circle on the trees that do not have it.
5. Vendor(s) shall edge the turf approximately 10 inches out from the drip line of shrubs and hedges.

6. Dirt and debris produced by edging or trimming will be removed and swept away from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

D. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover.

E. Shrub, Hedge and Ground Pruning

Vendor(s) shall prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual Site Manager. Planters shall be trimmed and pruned as necessary to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

F. Tree Pruning

Pruning of trees shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Vendor shall consult a certified arborist as any improper pruning practices that result in damage to trees will be the vendor's responsibility.

1. Vendor(s) shall prune tree branches up to seven (7) feet over walkways and in areas designated by user department.
2. Vendor(s) shall prune tree branches up to twelve (12) feet from the ground regardless of size of limb.
3. Vendor(s) shall use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming.
4. Vendor(s) shall cut limbs flush with trunk to promote healing, leaving no stubs.
5. Vendor(s) shall paint with approved tree healing compound all cuts exceeding 1½ inches diameter.
6. Vendor(s) shall remove vines, debris, signs or any other materials attached to the trunk.
7. Vendor(s) shall remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of.
8. Vendor(s) shall remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

G. Mulching

Vendor shall apply brown chip mulch two (2) times a year around as indicated by the user department. Sample of the mulch shall be submitted to the user department for approval prior to installation.

H. Tree and Shrub Replacement

Vendor(s) shall notify the user department immediately after discovery of the following:

1. Dead and damaged plants.
2. Trees or plants that require staking, guying and set-up.
3. Trees that have died or have blown or knocked over.

Damages incurred to existing plants and trees due to the vendors' faulty maintenance or negligence as determined by the user department shall be repaired or replaced at the vendors' expense as follows:

1. Minor tree damage such as bark lost from impact or mowing equipment shall be remedied by the vendor. If damages result in loss of tree, the damaged tree shall be removed and replaced.
2. Minor shrub damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement.

Replacement shall be made by the vendor(s) in the kind and size of tree and condition. Where there is a difference in value between the lost tree and plant and, the replacement, this difference will be deducted from the vendor(s) payment.

Damage resulting from chemical operations, either spray drift, or lateral leaching shall be corrected using the above maintenance practices and the soil conditioned to insure its ability to support plant life.

Vendor(s) shall remove and properly dispose of all dead or injured trees with prior approval from the user department.

I. Weed Control

All landscaped areas within the specified areas including lawns, shrubs and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished every thirty (30) days on a continuing basis, as weeds appear. For the purpose of this specification a weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand, mechanical or chemical methods.

1. Vendor(s) shall mow, trim or edge weeds from turf areas as a part of turf care operations.
2. Vendor(s) shall manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the user department.
3. Vendor(s) shall cut back weeds four (4) times a year, minimum in areas such as canal banks, drainage areas, or rip-rapped areas.

4. Vendor(s) shall remove weeds from walkway curbs, gutter expansion joints, and along fence lines as needed or at least once a month, or as directed by the user department.

J. Disease and Pest Control (reporting requirements)

Vendor(s) shall regularly inspect all landscape areas for presence of disease infestation and shall report it to the user department, within four (4) days. The report shall include the following:

1. Name of the plant affected
2. Name of pest or disease
3. Name of the chemical to be used for treatment
4. Method of application
5. Schedule for applications (Only products approved by the Federal Environmental Protection Agency (EPA) and the State of Florida shall be recommended)

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.4 Fertilization

1. Vendor(s) shall prepare and submit for approval to the user department within ten (10) days after award of this contract, a complete annual maintenance fertilization program for the turf, shrubs, ground cover, flowers, and trees located in various locations that will assure plant growth and health within actual site conditions. The plan will indicate the kinds of fertilizers by guaranteed analysis, and rate of application, method of application, and schedule of applications.
2. Vendor(s) shall notify the user department at least three (3) days in advance of the dates and sites that will be fertilized and the type of fertilizer to be used. Permission to perform this activity must be received before the work can begin.
3. Vendor(s) will insure that the area being fertilized is clearly marked, in order to prevent inconvenience or illness to individuals. All excess fertilizer must be removed before the job is considered complete.
4. Fertilization will include the application of micronutrients (nitrogen, calcium, phosphorous, magnesium, and sulphur) and micronutrients (including iron, copper, manganese, molybdenum, zinc, boron) as may be required by specific plants for health and vigor.
5. Vendor(s) shall apply fertilizers by appropriate methods such as surface broadcasting, dry material, drench spray, or bedding soluble or liquid material.
6. Vendor(s) shall supply only new fertilizer materials purchased for a specific use.

A representative from the user department may be present during application of fertilizer.

A. Turf Fertilization

The annual maintenance fertilization program presented by the vendor for turf will provide for nutrition of 1) Bermuda grass under irrigation, 2) St. Augustine grass under irrigation, 3) Bermuda grass not under irrigation. The annual maintenance fertilization program will be prepared in accordance with recommendations contained in the Florida Cooperative Extension Service, University of Florida publication: General Recommendation for Fertilization of Turf Grasses in Florida Soils #5-3M-79.

1. Minimum specification for annual fertilization of St. Augustine grass under irrigation are:
 - a. Application of 16-4-8 acid-loving, sulfur coated urea (SCU) fertilizer at the rate of 6 pounds per 1,000 square feet of turf.
 - b. Frequency for application of fertilization shall be twice (2 times) per year.
2. Minimum specification for annual fertilization of St. Augustine not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and three (3) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of applications: two (2); one (1) in March or April, and the other in October or November, shall be "complete mix fertilizer" containing nitrogen, phosphorous and potash, with at least 25% of nitrogen in organic form.
3. Minimum specifications for annual fertilization of Bermuda grass not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and two (2) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of application: one (1) at the beginning of rainy season (May) shall be "complete mix fertilizer" containing nitrogen, phosphorous, and potash, with at least 80% of nitrogen in organic form.

B. Shrubs, Ground Covers, Flower Beds and Hedges Fertilization

Shrubs, ground covers, flower beds and hedges shall be fertilized with 6 pounds per 1,000 square feet of organic with Milorganite or approved equal fertilizer applied in April and in September.

Manufacturer's brand name is used for the sole purpose of establishing minimum requirement of level of quality, standards of performance and is in no way intended to prohibit the bidding of other manufacturers.

Fertilization applications will be made by measured broadcasting of dry material, or measured spray or drench application of soluble or liquid material.

C. Trees / Palms Fertilization

Trees and palms shall be fertilized in April or May and September. Trees shall be fertilized with 3 pounds of 15-5-8 granular release fertilizer per inch of tree diameter at breast height broadcast evenly under the drip line of the tree. Palms shall be fertilized with 10-5-5 special palm fertilizer, containing necessary micro and macro elements at a ratio of (3) pounds per palm up to six (6) feet in height and up to but not more than ten (10) pounds for larger palms.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.5 Gardening Services

A. Gardening services are to be performed including the following:

1. Vendor(s) shall hand weed all the flower beds, mulched areas and planters
2. Vendor(s) shall trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the user departments' instructions.
3. Vendor(s) shall remove the dead branches and canes. Vendor(s) shall remove forced suckers.

4. Vendor(s) shall blow the leaves from all flower beds and mulches areas.
 5. Vendor(s) shall maintain the swale areas.
- B. The butterfly garden at the Coral Gables Branch needs special care in order not to disturb the balance between the butterfly's and the plants that they feed from / are attracted to.
- Vendors shall do selective pruning at each visit or as required.
- C. The maintain a man made pond at the Key Biscayne Branch requires regular cleaning, removal of surface debris with every visit and twice a year removal of the bottom waste that needs to be dredged, cleaned of debris in order to maintain the current ecosystem which inhabits the area.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

***This information is REQUIRED along with the signed Verification Form**

QUESTIONNAIRE

The Division of Small Business Development (SBD) is requesting information on the Bidder's experience and capability to provide services requested under this project. The questions represent a list of minimum requirements that must be answered by the bidder and aids SBD in realizing the maximum opportunity in identifying a goal.

Provide the number of years that your firm has been in existence and the primary market(s) served / serve.

11 YEARS

Provide a detailed description of at least three (3) comparable contracts which your firm has (either) ongoing or completed within the past five (5) years that relates to the scopes of work detailed in this project

- a. Name of Client: City of Oakleaf Gardens
Contract duration: Since 2005 - Present
Contact name and number: Marcos Pilo (305) 558-4114
- b. Name of Client: City of North Bay Village
Contract duration: Since 2007 - Present
Contact name and number: Sam Zamora (305) 736-7171
- c. Name of Client: Village of Palmetto Bay
Contract duration: 2007 - Present
Contact name and number: Fanny Carmona (305) 259-1234

Please provide any additional information that supports your ability to quality for award of subject contract.

Landscapers Inc. - maintain on site an Arborist,
Certified Pest Control Technician,
Certified Tree Trimming
with over 20 years of experience.



October 14, 2011

To: SBE Firms

Re: Landscape and Lawn Maintenance

Project No.: **RQPM1200008**

The above-referenced project is being considered for a **Set-Aside** (for) competition solely amongst Small Business Enterprise (SBE) firms. If you are interested in participating as a SBE Prime Contractor to perform work in connection with this project, **please complete and return the attached Verification of Availability form (answering all the questions listed as well as other requested information), by 10:00am, Wednesday October 19, 2011.**

Please review the attached project description and requirements. These specifications are being reviewed and are subject to change.

The Verification of Availability form and required examples of previous work may be sent via facsimile transmission (305) 375-3160 or email to walterv@miamidade.gov. If you have any questions, please contact me at (305) 375-3138.

Sincerely,

A handwritten signature in dark ink, appearing to read "Vivian O. Walters, Jr.", with a stylized flourish at the end.

Vivian O. Walters, Jr.,
Contract Development Specialist 2
Business and Professional Development Division

Attachments

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year otr.

The above referenced project is being considered for contract measures in the trade categories of:

- 988-36 - Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- 988-52 - Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

SONNY'S TOTAL LANDSCAPING INC Certification Expires: 8-31-14
NAME OF SMALL BUSINESS ENTERPRISE DATE

19101 SW 108 Ave Miami 33157
ADDRESS CITY ZIP CODE

Telephone: 786-255-0878 Bonding Capacity: N/A

Robert Claripaton
PRINT NAME AND TITLE

Salit L. E. 10-15-11
SIGNATURE OF COMPANY REPRESENTATIVE DATE

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

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RQPM1200008

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- 988-36 - Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- 988-52 - Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

Sonny's Total Landscaping Inc Certification Expires: 8-31-14
NAME OF SMALL BUSINESS ENTERPRISE DATE

19101 SW 108 Ave Miami 33157
ADDRESS CITY ZIP CODE

Telephone: 786-255-0378 Bonding Capacity: N/A

Robert Clarington
PRINT NAME AND TITLE

Salit L E 10-15-11
SIGNATURE OF COMPANY REPRESENTATIVE DATE

DESCRIPTION OF PROJECT

Project Title: Landscape and Lawn Maintenance
Project Number: RQPM120008
Department: Procurement Management
Estimated Cost: \$90,000.00

SCOPE

The purpose of this solicitation is to establish a contract for the purchase of landscaping and lawn maintenance services for Miami-Dade County. Vendor(s) shall provide routine grounds maintenance including: mowing, edging, mulching, , pruning and trimming trees, removing weeds, fertilizing, cleaning-up, removing trash and litter.

3.2 WORK SCHEDULE

Services may NOT be started before 8:00 A.M.

Vendor(s) shall accomplish all landscape maintenance requirements during the scheduled working hours of each Library. Vendor(s) shall establish a schedule of routine work to be followed at each branch. This schedule must be submitted to the Library department on an annual basis at the start of the contract. The schedule shall include the dates and times for each site for the work listed throughout the solicitation. Vendors shall notify each branch affected or the Library department of any changes in this schedule at least twenty-four (24) hours in advance of the change. Vendor(s) shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets. In order to maintain the property in a uniform appearance, all work shall be completed in a continuous manner. This means that no work should be started at any location which cannot be finished the same or the next day.

3.3 MAINTENANCE TASKS

Vendor(s) shall perform 18 cycles per year unless otherwise indicated by the Site Manager. During the rainy season May through October two (2) cuts per month; during the dry season November through April one (1) cut per month.

A. Turf Mowing

1. Vendor(s) shall remove all litter and debris, including broken glass, rocks, and trash from turf area before mowing.
2. Vendor(s) shall insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be from pavement to pavement including swales in public right-of-ways.
3. Vendor(s) shall use the following mowers:
 - Reel mowers with rollers on Hybrid Bermuda grass
 - Reel mowers with rollers or rotary mowers on St. Augustine grass
 - Reel mowers with rollers, rotary mowers or fail mowers on Bahia grass.

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4. Vendor(s) shall adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
5. Vendor(s) shall perform mowing so that no more than one third (1/3) of the grass blade is removed during mowing in returning the grass to the accepted height.
6. Vendor(s) shall use mower blades that are sharp enough to cut, rather than to tear grass blades.
7. Vendor(s) shall be careful so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities.
8. Vendor(s) shall remove grass clipping and debris caused by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
9. Vendor(s) shall not mow when weather or conditions will result in damaged turf.

B. Turf Trimming

1. Vendor(s) shall trim the grass during, or as an immediate operation following mowing.
2. Vendor(s) shall trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines.
3. Vendor(s) shall trim the grass at the same height as adjacent turf is mowed.
4. Vendor(s) shall trim the grass from around all obstacles and vertical surface in the turf such as posts, trees and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

C. Turf Edging

1. Mechanical edging (vertical trimming) of all turf edges is to be used in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios.
2. Turf edging as shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every mowing for uniform appearance.
3. Vendor(s) shall edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle.
4. Vendor(s) shall create the circle on the trees that do not have it.
5. Vendor(s) shall edge the turf approximately 10 inches out from the drip line of shrubs and hedges.

6. Dirt and debris produced by edging or trimming will be removed and swept away from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

D. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover.

E. Shrub, Hedge and Ground Pruning

Vendor(s) shall prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual Site Manager. Planters shall be trimmed and pruned as necessary to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

F. Tree Pruning

Pruning of trees shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Vendor shall consult a certified arborist as any improper pruning practices that result in damage to trees will be the vendor's responsibility.

1. Vendor(s) shall prune tree branches up to seven (7) feet over walkways and in areas designated by user department.
2. Vendor(s) shall prune tree branches up to twelve (12) feet from the ground regardless of size of limb.
3. Vendor(s) shall use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming.
4. Vendor(s) shall cut limbs flush with trunk to promote healing, leaving no stubs.
5. Vendor(s) shall paint with approved tree healing compound all cuts exceeding 1½ inches diameter.
6. Vendor(s) shall remove vines, debris, signs or any other materials attached to the trunk.
7. Vendor(s) shall remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of.
8. Vendor(s) shall remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

G. Mulching

Vendor shall apply brown chip mulch two (2) times a year around as indicated by the user department. Sample of the mulch shall be submitted to the user department for approval prior to installation.

H. Tree and Shrub Replacement

Vendor(s) shall notify the user department immediately after discovery of the following:

1. Dead and damaged plants.
2. Trees or plants that require staking, guying and set-up.
3. Trees that have died or have blown or knocked over.

Damages incurred to existing plants and trees due to the vendors' faulty maintenance or negligence as determined by the user department shall be repaired or replaced at the vendors' expense as follows:

1. Minor tree damage such as bark lost from impact or mowing equipment shall be remedied by the vendor. If damages result in loss of tree, the damaged tree shall be removed and replaced.
2. Minor shrub damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement.

Replacement shall be made by the vendor(s) in the kind and size of tree and condition. Where there is a difference in value between the lost tree and plant and, the replacement, this difference will be deducted from the vendor(s) payment.

Damage resulting from chemical operations, either spray drift, or lateral leaching shall be corrected using the above maintenance practices and the soil conditioned to insure its ability to support plant life.

Vendor(s) shall remove and properly dispose of all dead or injured trees with prior approval from the user department.

I. Weed Control

All landscaped areas within the specified areas including lawns, shrubs and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished every thirty (30) days on a continuing basis, as weeds appear. For the purpose of this specification a weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand, mechanical or chemical methods.

1. Vendor(s) shall mow, trim or edge weeds from turf areas as a part of turf care operations.
2. Vendor(s) shall manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the user department.
3. Vendor(s) shall cut back weeds four (4) times a year, minimum in areas such as ~~clinal banks, planter areas or landscaped areas.~~

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4. Vendor(s) shall remove weeds from walkway curbs, gutter expansion joints, and along fence lines as needed or at least once a month, or as directed by the user department.

J. Disease and Pest Control (reporting requirements)

Vendor(s) shall regularly inspect all landscape areas for presence of disease infestation and shall report it to the user department, within four (4) days. The report shall include the following:

1. Name of the plant affected
2. Name of pest or disease
3. Name of the chemical to be used for treatment
4. Method of application
5. Schedule for applications (Only products approved by the Federal Environmental Protection Agency (EPA) and the State of Florida shall be recommended)

Do you have prior experience satisfying the above stated? Yes ☐ No ☐

3.4 Fertilization

1. Vendor(s) shall prepare and submit for approval to the user department within ten (10) days after award of this contract, a complete annual maintenance fertilization program for the turf, shrubs, ground cover, flowers, and trees located in various locations that will assure plant growth and health within actual site conditions. The plan will indicate the kinds of fertilizers by guaranteed analysis, and rate of application, method of application, and schedule of applications.
2. Vendor(s) shall notify the user department at least three (3) days in advance of the dates and sites that will be fertilized and the type of fertilizer to be used. Permission to perform this activity must be received before the work can begin.
3. Vendor(s) will insure that the area being fertilized is clearly marked, in order to prevent inconvenience or illness to individuals. All excess fertilizer must be removed before the job is considered complete.
4. Fertilization will include the application of micronutrients (nitrogen, calcium, phosphorous, magnesium, and sulphur) and micronutrients (including iron, copper, manganese, molybdenum, zinc, boron) as may be required by specific plants for health and vigor.
5. Vendor(s) shall apply fertilizers by appropriate methods such as surface broadcasting, dry material, drench spray, or bedding soluble or liquid material.
6. Vendor(s) shall supply only new fertilizer materials purchased for a specific use.

A representative from the user department may be present during application of fertilizer.

A. Turf Fertilization

The annual maintenance fertilization program presented by the vendor for turf will provide for nutrition of 1) Bermuda grass under irrigation, 2) St. Augustine grass under irrigation, 3) Bermuda grass not under irrigation. The annual maintenance fertilization program will be prepared in accordance with recommendations contained in the Florida Cooperative Extension Service, University of Florida publication: General Recommendation for Fertilization of Turf Grasses in Florida Soils #5-3M-79.

1. Minimum specification for annual fertilization of St. Augustine grass under irrigation are:
 - a. Application of 16-4-8 acid-loving, sulfur coated urea (SCU) fertilizer at the rate of 6 pounds per 1,000 square feet of turf.
 - b. Frequency for application of fertilization shall be twice (2 times) per year.
2. Minimum specification for annual fertilization of St. Augustine not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and three (3) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of applications: two (2); one (1) in March or April, and the other in October or November, shall be "complete mix fertilizer" containing nitrogen, phosphorous and potash, with at least 25% of nitrogen in organic form.
3. Minimum specifications for annual fertilization of Bermuda grass not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and two (2) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of application: one (1) at the beginning of rainy season (May) shall be "complete mix fertilizer" containing nitrogen, phosphorous, and potash, with at least 80% of nitrogen in organic form.

B. Shrubs, Ground Covers, Flower Beds and Hedges Fertilization

Shrubs, ground covers, flower beds and hedges shall be fertilized with 6 pounds per 1,000 square feet of organic with Milorganite or approved equal fertilizer applied in April and in September.

Manufacturer's brand name is used for the sole purpose of establishing minimum requirement of level of quality, standards of performance and is in no way intended to prohibit the bidding of other manufacturers.

Fertilization applications will be made by measured broadcasting of dry material, or measured spray or drench application of soluble or liquid material.

C. Trees / Palms Fertilization

Trees and palms shall be fertilized in April or May and September. Trees shall be fertilized with 3 pounds of 15-5-8 granular release fertilizer per inch of tree diameter at breast height broadcast evenly under the drip line of the tree. Palms shall be fertilized with 10-5-5 special palm fertilizer, containing necessary micro and macro elements at a ratio of (3) pounds per palm up to six (6) feet in height and up to but not more than ten (10) pounds for larger palms.

Do you have prior experience satisfying the above stated? Yes No

3.5 Gardening Services

A. Gardening services are to be performed including the following:

1. Vendor(s) shall hand weed all the flower beds, mulched areas and planters
2. Vendor(s) shall trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the user departments' instructions.
3. Vendor(s) shall remove the dead branches and canes. Vendor(s) shall remove forced suckers.

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4. Vendor(s) shall blow the leaves from all flower beds and mulches areas.
 5. Vendor(s) shall maintain the swale areas.
- B. The butterfly garden at the Coral Gables Branch needs special care in order not to disturb the balance between the butterfly's and the plants that they feed from / are attracted to.
- Vendors shall do selective pruning at each visit or as required.
- C. The maintain a man made pond at the Key Biscayne Branch requires regular cleaning, removal of surface debris with every visit and twice a year removal of the bottom waste that needs to be dredged, cleaned of debris in order to maintain the current ecosystem which inhabits the area.

Do you have prior experience in satisfying the above stated? Yes ☒ No ☐

***This information is REQUIRED along with the signed Verification Form**

QUESTIONNAIRE

The Division of Small Business Development (SBD) is requesting information on the Bidder's experience and capability to provide services requested under this project. The questions represent a list of minimum requirements that must be answered by the bidder and aids SBD in realizing the maximum opportunity in identifying a goal.

Provide the number of years that your firm has been in existence and the primary market(s) served / serve.

25 years

Provide a detailed description of at least three (3) comparable contracts which your firm has (either) ongoing or completed within the past five (5) years that relates to the scopes of work detailed in this project

- a. Name of Client: City of Fort Lauderdale
Contract duration: 7 years
Contact name and number: Valerie Florestal (954)-828-5650
- b. Name of Client: City of Lauderdale
Contract duration: 7 years
Contact name and number: Charles Cyler (954) 730-4230
- c. Name of Client: Miami Dade County
Contract duration: 5 years
Contact name and number: Lester Shorter (305)-644-5320

Please provide any additional information that supports your ability to qualify for award of subject contract.

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
 COMMUNITY BUSINESS ENTERPRISE PROGRAM
 111 N.W. 1ST STREET, 19TH FLOOR
 MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year otr.

The above referenced project is being considered for contract measures in the trade categories of:

- **988-36** – Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- **988-52** – Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

Leonzie Jones Trucking, INC
 NAME OF SMALL BUSINESS ENTERPRISE

Certification Expires: 10/01/2012

DATE

8500 NW 22 Ave MIAMI, FL 33147
 ADDRESS CITY ZIP CODE

Telephone: (305) 691-1704

Bonding Capacity: N/A

Leonzie Jones, President
 PRINT NAME AND TITLE

Leonzie Jones
 SIGNATURE OF COMPANY REPRESENTATIVE

10-17-11
 DATE

REVISED 10/11/94

RECEIVED
 DEPT. BUSINESS DEV.
 2011 OCT 18 PM 3:51

DESCRIPTION OF PROJECT

Project Title: Landscape and Lawn Maintenance

Project Number: RQPM1200008

Department: Procurement Management

Estimated Cost: \$90,000.00

SCOPE

The purpose of this solicitation is to establish a contract for the purchase of landscaping and lawn maintenance services for Miami-Dade County. Vendor(s) shall provide routine grounds maintenance including: mowing, edging, mulching, , pruning and trimming trees, removing weeds, fertilizing, cleaning-up, removing trash and litter.

3.2 WORK SCHEDULE

Services may NOT be started before 8:00 A.M.

Vendor(s) shall accomplish all landscape maintenance requirements during the scheduled working hours of each Library. Vendor(s) shall establish a schedule of routine work to be followed at each branch. This schedule must be submitted to the Library department on an annual basis at the start of the contract. The schedule shall include the dates and times for each site for the work listed throughout the solicitation. Vendors shall notify each branch affected or the Library department of any changes in this schedule at least twenty-four (24) hours in advance of the change. Vendor(s) shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets. In order to maintain the property in a uniform appearance, all work shall be completed in a continuous manner. This means that no work should be started at any location which cannot be finished the same or the next day.

3.3 MAINTENANCE TASKS

Vendor(s) shall perform 18 cycles per year unless otherwise indicated by the Site Manager. During the rainy season May through October two (2) cuts per month; during the dry season November through April one (1) cut per month.

A. Turf Mowing

1. Vendor(s) shall remove all litter and debris, including broken glass, rocks, and trash from turf area before mowing.
2. Vendor(s) shall insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be from pavement to pavement including swales in public right-of-ways.
3. Vendor(s) shall use the following mowers:
 - Reel mowers with rollers on Hybrid Bermuda grass
 - Reel mowers with rollers or rotary mowers on St. Augustine grass
 - Reel mowers with rollers, rotary mowers or fail mowers on Bahia grass.

4. Vendor(s) shall adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
5. Vendor(s) shall perform mowing so that no more than one third (1/3) of the grass blade is removed during mowing in returning the grass to the accepted height.
6. Vendor(s) shall use mower blades that are sharp enough to cut, rather than to tear grass blades.
7. Vendor(s) shall be careful so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities.
8. Vendor(s) shall remove grass clipping and debris caused by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
9. Vendor(s) shall not mow when weather or conditions will result in damaged turf.

B. Turf Trimming

1. Vendor(s) shall trim the grass during, or as an immediate operation following mowing.
2. Vendor(s) shall trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines.
3. Vendor(s) shall trim the grass at the same height as adjacent turf is mowed.
4. Vendor(s) shall trim the grass from around all obstacles and vertical surface in the turf such as posts, tress and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

C. Turf Edging

1. Mechanical edging (vertical trimming) of all turf edges is to be used in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios.
2. Turf edging as shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every mowing for uniform appearance.
3. Vendor(s) shall edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle.
4. Vendor(s) shall create the circle on the trees that do not have it.
5. Vendor(s) shall edge the turf approximately 10 inches out from the drip line of shrubs and hedges.

6. Dirt and debris produced by edging or trimming will be removed and swept away from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

D. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover.

E. Shrub, Hedge and Ground Pruning

Vendor(s) shall prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual Site Manager. Planters shall be trimmed and pruned as necessary to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

F. Tree Pruning

Pruning of trees shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Vendor shall consult a certified arborist as any improper pruning practices that result in damage to trees will be the vendor's responsibility.

1. Vendor(s) shall prune tree branches up to seven (7) feet over walkways and in areas designated by user department.
2. Vendor(s) shall prune tree branches up to twelve (12) feet from the ground regardless of size of limb.
3. Vendor(s) shall use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming.
4. Vendor(s) shall cut limbs flush with trunk to promote healing, leaving no stubs.
5. Vendor(s) shall paint with approved tree healing compound all cuts exceeding 1½ inches diameter.
6. Vendor(s) shall remove vines, debris, signs or any other materials attached to the trunk.
7. Vendor(s) shall remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of.
8. Vendor(s) shall remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

G. Mulching

Vendor shall apply brown chip mulch two (2) times a year around as indicated by the user department. Sample of the mulch shall be submitted to the user department for approval prior to installation.

H. Tree and Shrub Replacement

Vendor(s) shall notify the user department immediately after discovery of the following:

1. Dead and damaged plants.
2. Trees or plants that require staking, guying and set-up.
3. Trees that have died or have blown or knocked over.

Damages incurred to existing plants and trees due to the vendors' faulty maintenance or negligence as determined by the user department shall be repaired or replaced at the vendors' expense as follows:

1. Minor tree damage such as bark lost from impact or mowing equipment shall be remedied by the vendor. If damages result in loss of tree, the damaged tree shall be removed and replaced.
2. Minor shrub damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement.

Replacement shall be made by the vendor(s) in the kind and size of tree and condition. Where there is a difference in value between the lost tree and plant and, the replacement, this difference will be deducted from the vendor(s) payment.

Damage resulting from chemical operations, either spray drift, or lateral leaching shall be corrected using the above maintenance practices and the soil conditioned to insure its ability to support plant life.

Vendor(s) shall remove and properly dispose of all dead or injured trees with prior approval from the user department.

I. Weed Control

All landscaped areas within the specified areas including lawns, shrubs and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished every thirty (30) days on a continuing basis, as weeds appear. For the purpose of this specification a weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand, mechanical or chemical methods.

1. Vendor(s) shall mow, trim or edge weeds from turf areas as a part of turf care operations.
2. Vendor(s) shall manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the user department.
3. Vendor(s) shall cut back weeds four (4) times a year, minimum in areas such as canal banks, drainage areas, or rip-rapped areas.

4. Vendor(s) shall remove weeds from walkway curbs, gutter expansion joints, and along fence lines as needed or at least once a month, or as directed by the user department.

J. Disease and Pest Control (reporting requirements)

Vendor(s) shall regularly inspect all landscape areas for presence of disease infestation and shall report it to the user department, within four (4) days. The report shall include the following:

1. Name of the plant affected
2. Name of pest or disease
3. Name of the chemical to be used for treatment
4. Method of application
5. Schedule for applications (Only products approved by the Federal Environmental Protection Agency (EPA) and the State of Florida shall be recommended)

Do you have prior experience satisfying the above stated? Yes ☐ No ☐

3.4 Fertilization

1. Vendor(s) shall prepare and submit for approval to the user department within ten (10) days after award of this contract, a complete annual maintenance fertilization program for the turf, shrubs, ground cover, flowers, and trees located in various locations that will assure plant growth and health within actual site conditions. The plan will indicate the kinds of fertilizers by guaranteed analysis, and rate of application, method of application, and schedule of applications.
2. Vendor(s) shall notify the user department at least three (3) days in advance of the dates and sites that will be fertilized and the type of fertilizer to be used. Permission to perform this activity must be received before the work can begin.
3. Vendor(s) will insure that the area being fertilized is clearly marked, in order to prevent inconvenience or illness to individuals. All excess fertilizer must be removed before the job is considered complete.
4. Fertilization will include the application of micronutrients (nitrogen, calcium, phosphorous, magnesium, and sulphur) and micronutrients (including iron, copper, manganese, molybdenum, zinc, boron) as may be required by specific plants for health and vigor.
5. Vendor(s) shall apply fertilizers by appropriate methods such as surface broadcasting, dry material, drench spray, or bedding soluble or liquid material.
6. Vendor(s) shall supply only new fertilizer materials purchased for a specific use.

A representative from the user department may be present during application of fertilizer.

A. Turf Fertilization

The annual maintenance fertilization program presented by the vendor for turf will provide for nutrition of 1) Bermuda grass under irrigation, 2) St. Augustine grass under irrigation, 3) Bermuda grass not under irrigation. The annual maintenance fertilization program will be prepared in accordance with recommendations contained in the Florida Cooperative Extension Service, University of Florida publication: General Recommendation for Fertilization of Turf Grasses in Florida Soils #5-3M-79.

1. Minimum specification for annual fertilization of St. Augustine grass under irrigation are:
 - a. Application of 16-4-8 acid-loving, sulfur coated urea (SCU) fertilizer at the rate of 6 pounds per 1,000 square feet of turf.
 - b. Frequency for application of fertilization shall be twice (2 times) per year.
2. Minimum specification for annual fertilization of St. Augustine not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and three (3) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of applications: two (2); one (1) in March or April, and the other in October or November, shall be "complete mix fertilizer" containing nitrogen, phosphorous and potash, with at least 25% of nitrogen in organic form.
3. Minimum specifications for annual fertilization of Bermuda grass not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and two (2) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of application: one (1) at the beginning of rainy season (May) shall be "complete mix fertilizer" containing nitrogen, phosphorous, and potash, with at least 80% of nitrogen in organic form.

B. Shrubs, Ground Covers, Flower Beds and Hedges Fertilization

Shrubs, ground covers, flower beds and hedges shall be fertilized with 6 pounds per 1,000 square feet of organic with Milorganite or approved equal fertilizer applied in April and in September.

Manufacturer's brand name is used for the sole purpose of establishing minimum requirement of level of quality, standards of performance and is in no way intended to prohibit the bidding of other manufacturers.

Fertilization applications will be made by measured broadcasting of dry material, or measured spray or drench application of soluble or liquid material.

C. Trees / Palms Fertilization

Trees and palms shall be fertilized in April or May and September. Trees shall be fertilized with 3 pounds of 15-5-8 granular release fertilizer per inch of tree diameter at breast height broadcast evenly under the drip line of the tree. Palms shall be fertilized with 10-5-5 special palm fertilizer, containing necessary micro and macro elements at a ratio of (3) pounds per palm up to six (6) feet in height and up to but not more than ten (10) pounds for larger palms.

Do you have prior experience satisfying the above stated? Yes No

3.5 Gardening Services

A. Gardening services are to be performed including the following:

1. Vendor(s) shall hand weed all the flower beds, mulched areas and planters
2. Vendor(s) shall trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the user departments' instructions.
3. Vendor(s) shall remove the dead branches and canes. Vendor(s) shall remove forced suckers.

4. Vendor(s) shall blow the leaves from all flower beds and mulches areas.
 5. Vendor(s) shall maintain the swale areas.
- B. The butterfly garden at the Coral Gables Branch needs special care in order not to disturb the balance between the butterfly's and the plants that they feed from / are attracted to.
- Vendors shall do selective pruning at each visit or as required.
- C. The maintain a man made pond at the Key Biscayne Branch requires regular cleaning, removal of surface debris with every visit and twice a year removal of the bottom waste that needs to be dredged, cleaned of debris in order to maintain the current ecosystem which inhabits the area.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

***This information is REQUIRED along with the signed Verification Form**

QUESTIONNAIRE

The Division of Small Business Development (SBD) is requesting information on the Bidder's experience and capability to provide services requested under this project. The questions represent a list of minimum requirements that must be answered by the bidder and aids SBD in realizing the maximum opportunity in identifying a goal.

Provide the number of years that your firm has been in existence and the primary market(s) served / serve.

41 yrs

Provide a detailed description of at least three (3) comparable contracts which your firm has (either) ongoing or completed within the past five (5) years that relates to the scopes of work detailed in this project

- a. Name of Client: Malcom Wisehart
 Contract duration: 34 yrs
 Contact name and number: 305-638-3699 Mrs. A. Vant
- b. Name of Client: HOLIDAY ACRES White Brooks
 Contract duration: 38 yrs
 Contact name and number: 305 725 4445
- c. Name of Client: HONEY HILLS MOBILE HOMES
 Contract duration: 37 yrs
 Contact name and number: 305 625 9255 Karen Gurrino

Please provide any additional information that supports your ability to quality for award of subject contract.

HAVE in the past handled and procured
several county contracts for maintenance,
and trash hauling.

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year otr.

The above referenced project is being considered for contract measures in the trade categories of:

- 988-36 – Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- 988-52 – Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

US Intermed corp. Certification Expires: 1/31/2012
NAME OF SMALL BUSINESS ENTERPRISE DATE

17832 SW 176 St. Miami FL 33187
ADDRESS CITY ZIP CODE

Telephone: 305 253 6330 Bonding Capacity: N/A

Juan Masson - President
PRINT NAME AND TITLE

[Signature] 10/18/11
SIGNATURE OF COMPANY REPRESENTATIVE DATE

REVISED 10/11/94

DESCRIPTION OF PROJECT

Project Title: Landscape and Lawn Maintenance
Project Number: RQPM1200008
Department: Procurement Management
Estimated Cost: \$90,000.00

SCOPE

The purpose of this solicitation is to establish a contract for the purchase of landscaping and lawn maintenance services for Miami-Dade County. Vendor(s) shall provide routine grounds maintenance including: mowing, edging, mulching, , pruning and trimming trees, removing weeds, fertilizing, cleaning-up, removing trash and litter.

3.2 WORK SCHEDULE

Services may NOT be started before 8:00 A.M.

Vendor(s) shall accomplish all landscape maintenance requirements during the scheduled working hours of each Library. Vendor(s) shall establish a schedule of routine work to be followed at each branch. This schedule must be submitted to the Library department on an annual basis at the start of the contract. The schedule shall include the dates and times for each site for the work listed throughout the solicitation. Vendors shall notify each branch affected or the Library department of any changes in this schedule at least twenty-four (24) hours in advance of the change. Vendor(s) shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets. In order to maintain the property in a uniform appearance, all work shall be completed in a continuous manner. This means that no work should be started at any location which cannot be finished the same or the next day.

3.3 MAINTENANCE TASKS

Vendor(s) shall perform 18 cycles per year unless otherwise indicated by the Site Manager. During the rainy season May through October two (2) cuts per month; during the dry season November through April one (1) cut per month.

A. Turf Mowing

1. Vendor(s) shall remove all litter and debris, including broken glass, rocks, and trash from turf area before mowing.
2. Vendor(s) shall insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be from pavement to pavement including swales in public right-of-ways.
3. Vendor(s) shall use the following mowers:
 - Reel mowers with rollers on Hybrid Bermuda grass
 - Reel mowers with rollers or rotary mowers on St. Augustine grass
 - Reel mowers with rollers, rotary mowers or fail mowers on Bahia grass.

4. Vendor(s) shall adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
5. Vendor(s) shall perform mowing so that no more than one third (1/3) of the grass blade is removed during mowing in returning the grass to the accepted height.
6. Vendor(s) shall use mower blades that are sharp enough to cut, rather than to tear grass blades.
7. Vendor(s) shall be careful so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities.
8. Vendor(s) shall remove grass clipping and debris caused by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
9. Vendor(s) shall not mow when weather or conditions will result in damaged turf.

B. Turf Trimming

1. Vendor(s) shall trim the grass during, or as an immediate operation following mowing.
2. Vendor(s) shall trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines.
3. Vendor(s) shall trim the grass at the same height as adjacent turf is mowed.
4. Vendor(s) shall trim the grass from around all obstacles and vertical surface in the turf such as posts, tress and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

C. Turf Edging

1. Mechanical edging (vertical trimming) of all turf edges is to be used in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios.
2. Turf edging as shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every mowing for uniform appearance.
3. Vendor(s) shall edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle.
4. Vendor(s) shall create the circle on the trees that do not have it.
5. Vendor(s) shall edge the turf approximately 10 inches out from the drip line of shrubs and hedges.

6. Dirt and debris produced by edging or trimming will be removed and swept away from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

D. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover.

E. Shrub, Hedge and Ground Pruning

Vendor(s) shall prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual Site Manager. Planters shall be trimmed and pruned as necessary to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

F. Tree Pruning

Pruning of trees shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Vendor shall consult a certified arborist as any improper pruning practices that result in damage to trees will be the vendor's responsibility.

1. Vendor(s) shall prune tree branches up to seven (7) feet over walkways and in areas designated by user department.
2. Vendor(s) shall prune tree branches up to twelve (12) feet from the ground regardless of size of limb.
3. Vendor(s) shall use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming.
4. Vendor(s) shall cut limbs flush with trunk to promote healing, leaving no stubs.
5. Vendor(s) shall paint with approved tree healing compound all cuts exceeding 1½ inches diameter.
6. Vendor(s) shall remove vines, debris, signs or any other materials attached to the trunk.
7. Vendor(s) shall remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of.
8. Vendor(s) shall remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

G. Mulching

Vendor shall apply brown chip mulch two (2) times a year around as indicated by the user department. Sample of the mulch shall be submitted to the user department for approval prior to installation.

H. Tree and Shrub Replacement

Vendor(s) shall notify the user department immediately after discovery of the following:

1. Dead and damaged plants.
2. Trees or plants that require staking, guying and set-up.
3. Trees that have died or have blown or knocked over.

Damages incurred to existing plants and trees due to the vendors' faulty maintenance or negligence as determined by the user department shall be repaired or replaced at the vendors' expense as follows:

1. Minor tree damage such as bark lost from impact or mowing equipment shall be remedied by the vendor. If damages result in loss of tree, the damaged tree shall be removed and replaced.
2. Minor shrub damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement.

Replacement shall be made by the vendor(s) in the kind and size of tree and condition. Where there is a difference in value between the lost tree and plant and, the replacement, this difference will be deducted from the vendor(s) payment.

Damage resulting from chemical operations, either spray drift, or lateral leaching shall be corrected using the above maintenance practices and the soil conditioned to insure its ability to support plant life.

Vendor(s) shall remove and properly dispose of all dead or injured trees with prior approval from the user department.

I. Weed Control

All landscaped areas within the specified areas including lawns, shrubs and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished every thirty (30) days on a continuing basis, as weeds appear. For the purpose of this specification a weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand, mechanical or chemical methods.

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2. Vendor(s) shall manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the user department.
3. Vendor(s) shall cut back weeds four (4) times a year, minimum in areas such as canal banks, drainage areas, or rip-rapped areas.

4. Vendor(s) shall remove weeds from walkway curbs, gutter expansion joints, and along fence lines as needed or at least once a month, or as directed by the user department.

J. Disease and Pest Control (reporting requirements)

Vendor(s) shall regularly inspect all landscape areas for presence of disease infestation and shall report it to the user department, within four (4) days. The report shall include the following:

1. Name of the plant affected
2. Name of pest or disease
3. Name of the chemical to be used for treatment
4. Method of application
5. Schedule for applications (Only products approved by the Federal Environmental Protection Agency (EPA) and the State of Florida shall be recommended)

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.4 Fertilization

1. Vendor(s) shall prepare and submit for approval to the user department within ten (10) days after award of this contract, a complete annual maintenance fertilization program for the turf, shrubs, ground cover, flowers, and trees located in various locations that will assure plant growth and health within actual site conditions. The plan will indicate the kinds of fertilizers by guaranteed analysis, and rate of application, method of application, and schedule of applications.
2. Vendor(s) shall notify the user department at least three (3) days in advance of the dates and sites that will be fertilized and the type of fertilizer to be used. Permission to perform this activity must be received before the work can begin.
3. Vendor(s) will insure that the area being fertilized is clearly marked, in order to prevent inconvenience or illness to individuals. All excess fertilizer must be removed before the job is considered complete.
4. Fertilization will include the application of micronutrients (nitrogen, calcium, phosphorous, magnesium, and sulphur) and micronutrients (including iron, copper, manganese, molybdenum, zinc, boron) as may be required by specific plants for health and vigor.
5. Vendor(s) shall apply fertilizers by appropriate methods such as surface broadcasting, dry material, drench spray, or bedding soluble or liquid material.
6. Vendor(s) shall supply only new fertilizer materials purchased for a specific use.

A representative from the user department may be present during application of fertilizer.

A. Turf Fertilization

The annual maintenance fertilization program presented by the vendor for turf will provide for nutrition of 1) Bermuda grass under irrigation, 2) St. Augustine grass under irrigation, 3) Bermuda grass not under irrigation. The annual maintenance fertilization program will be prepared in accordance with recommendations contained in the Florida Cooperative Extension Service, University of Florida publication: General Recommendation for Fertilization of Turf Grasses in Florida Soils #5-3M-79.

1. Minimum specification for annual fertilization of St. Augustine grass under irrigation are:
 - a. Application of 16-4-8 acid-loving, sulfur coated urea (SCU) fertilizer at the rate of 6 pounds per 1,000 square feet of turf.
 - b. Frequency for application of fertilization shall be twice (2 times) per year.
2. Minimum specification for annual fertilization of St. Augustine not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and three (3) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of applications: two (2); one (1) in March or April, and the other in October or November, shall be "complete mix fertilizer" containing nitrogen, phosphorous and potash, with at least 25% of nitrogen in organic form.
3. Minimum specifications for annual fertilization of Bermuda grass not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and two (2) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of application: one (1) at the beginning of rainy season (May) shall be "complete mix fertilizer" containing nitrogen, phosphorous, and potash, with at least 80% of nitrogen in organic form.

B. Shrubs, Ground Covers, Flower Beds and Hedges Fertilization

Shrubs, ground covers, flower beds and hedges shall be fertilized with 6 pounds per 1,000 square feet of organic with Milorganite or approved equal fertilizer applied in April and in September.

Manufacturer's brand name is used for the sole purpose of establishing minimum requirement of level of quality, standards of performance and is in no way intended to prohibit the bidding of other manufacturers.

Fertilization applications will be made by measured broadcasting of dry material, or measured spray or drench application of soluble or liquid material.

C. Trees / Palms Fertilization

Trees and palms shall be fertilized in April or May and September. Trees shall be fertilized with 3 pounds of 15-5-8 granular release fertilizer per inch of tree diameter at breast height broadcast evenly under the drip line of the tree. Palms shall be fertilized with 10-5-5 special palm fertilizer, containing necessary micro and macro elements at a ratio of (3) pounds per palm up to six (6) feet in height and up to but not more than ten (10) pounds for larger palms.

Do you have prior experience satisfying the above stated? Yes ☐ No ☒

3.5 Gardening Services

A. Gardening services are to be performed including the following:

1. Vendor(s) shall hand weed all the flower beds, mulched areas and planters
2. Vendor(s) shall trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the user departments' instructions.
3. Vendor(s) shall remove the dead branches and canes. Vendor(s) shall remove forced suckers.

4. Vendor(s) shall blow the leaves from all flower beds and mulches areas.
 5. Vendor(s) shall maintain the swale areas.
- B. The butterfly garden at the Coral Gables Branch needs special care in order not to disturb the balance between the butterfly's and the plants that they feed from / are attracted to.
- Vendors shall do selective pruning at each visit or as required.
- C. The maintain a man made pond at the Key Biscayne Branch requires regular cleaning, removal of surface debris with every visit and twice a year removal of the bottom waste that needs to be dredged, cleaned of debris in order to maintain the current ecosystem which inhabits the area.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

***This information is REQUIRED along with the signed Verification Form**

QUESTIONNAIRE

The Division of Small Business Development (SBD) is requesting information on the Bidder's experience and capability to provide services requested under this project. The questions represent a list of minimum requirements that must be answered by the bidder and aids SBD in realizing the maximum opportunity in identifying a goal.

Provide the number of years that your firm has been in existence and the primary market(s) served / serve.

Our firm has been in business since 1998. The primary markets we serve are lawn maintenance and landscape installation.

Provide a detailed description of at least three (3) comparable contracts which your firm has (either) ongoing or completed within the past five (5) years that relates to the scopes of work detailed in this project

- a. Name of Client: Lmc Belle Glade Hospital
 Contract duration 1 year maintenance
 Contact name and number Earl Moore 561-996-6571
- b. Name of Client: Key West Airport Installation
 Contract duration 4 months
 Contact name and number Tracy Bruce 772-233-2101
- c. Name of Client: Jode Residence on Brickell
 Contract duration 2 years
 Contact name and number Silvia Erro 305-533-1945

Please provide any additional information that supports your ability to quality for award of subject contract.

USI is a full service operation, comprised of landscape development lawn maintenance and nursery operation. We understand what it takes to do the right job and most important customer satisfaction. You may visit our website at www.USILandscaping.com to learn a little about who we are and the kind of work we do. I look forward to hearing from you in the near future. Attached is some literature about my company, along with licenses and certifications.



Carlos Alvarez, Mayor

Small Business Development
111 NW 1st Street • 19th Floor
Miami, Florida 33128-1906
T 305-375-3111 F 305-375-3160

miamidade.gov

January 20, 2011

CERT. NO: 12396

APPROVAL DATE(s): 01/20/2011 - MICRO/SBE

EXPIRATION DATE: 01/31/2012

Mr. Juan Masson
U S INTERMED CORP.
17832 SW 176th St
Miami, FL 33187-0000

Dear Mr. Masson:

The Department of Small Business Development (SBD) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Micro/Small Business Enterprise (MICRO/SBE) in the categories listed below.

This certification is valid for twelve (12) months, which will expire on January 31, 2012. This certification affords your company the opportunity to benefit from participation in county contracts with small business measures. Please note the trade categories listed below. These are the only sheltered market areas that your company is eligible to bid or participate in under your current certification.

If any changes occur within your company during the certification period (such as ownership, address, telephone number, trade category, licensing, technical certification, bonding capacity, or if the business ceases to exist) you are required to notify this department within 30 days in writing. It is of critical importance that current information regarding your company be maintained. All inquiries or changes related to this certification should be directed to Coralee Walkine-Taylor at coralee@miamidade.gov in the Certification Unit. An application for re-certification must be submitted and forwarded to this office four (4) weeks prior to the referenced expiration date. Should your firm fail to re-certify, or lose its certification for any reason, the ability to work on contracts with measures will be affected. Thank you for doing business with Miami-Dade County.

Sincerely,

Penelope Townsley
Director

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)

GROUND MAINTENANCE: MOWING, EDGING, PLANT (NOT TREE) TRIMMING, ETC. (MICRO/SBE)

LANDSCAPING (INCLUDING DESIGN, FERTILIZING, PLANTING, ETC., BUT NOT GROUND MAINTENANCE OR TREE TRIMMING SERVICES) (MICRO/SBE)

TREE TRIMMING AND PRUNING SERVICES (MICRO/SBE)



Carlos Alvarez, Mayor

Small Business Development
111 NW 1st Street • 19th Floor
Miami, Florida 33128-1906
T 305-375-3111 F 305-375-3160

miamidade.gov

CERT. NO: 12422

ANNIVERSARY DATE: 01/20/2012

January 20, 2011

Mr. Juan Masson
U S INTERMED CORP.
17832 SW 176th St
Miami, FL 33187-0000

Dear Mr. Masson:

The Department of Small Business Development (SBD) has completed the review of your application and the attachments submitted for certification. Your firm is officially certified as a Disadvantaged Business Enterprise (DBE) in accordance with the State of Florida Unified Certification Program (UCP) approved by the U.S. Department of Transportation (FDOT) in the categories listed below. This certification affords your company the opportunity to participate in contracts throughout the State of Florida with DBE measures.

Your DBE certification requires you to complete a Continuing Eligibility affidavit annually. To ensure timely processing the Continuing Eligibility affidavit is accessible at http://www.miamidade.gov/sba/library/continuing_eligibility_package.pdf. A hard copy is available upon request and may be sent to you via mail or facsimile. Failure to complete and submit the required affidavit with the required supporting documents on or before your anniversary date may result in the removal of your company from the Florida DBE Unified Certification Program.

If any changes occur within your company during the certified period (such as ownership, address, telephone number, trade category, licensing, technical certification, bonding capacity, or if the business ceases to exist) you are required to notify this department within 30 days in writing. It is of critical importance that the current information regarding your company be maintained. All inquiries or changes related to this certification should be directed to Coralee Walkine-Taylor in the Certification Unit.

Should you have questions regarding your firm's certification, Coralee Walkine-Taylor will be pleased to assist you.

We look forward to your participation and success in Miami-Dade County's disadvantaged business enterprise programs.

Sincerely,


Peteldpe Townsley
Director

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)
NURSERY, GARDEN CENTER, AND FARM SUPPLY STORES (DBE)
LANDSCAPING SERVICES (DBE)

cc: Coralee Walkine-Taylor, Certification Specialist

USI Executive Summary

US INTERMED CORP. dba USI LANDSCAPING

USI CORP – 16855 SW 208 ST, Miami, FL. 33187

– www.usilandscaping.com – (O) 305 253 6330 (F) 305 253-6331

Agenda

- Introduction to USI Landscaping & Nursery
- Landscape Development
- Lawn Maintenance
- Nursery & Tree farm
- Services Provided
- List of References

Introduction to USI

USI is a full service operation comprised of landscape development, irrigation construction, landscape maintenance, nursery and tree farms. Our family-owned and operated enterprise has thrived since its inception in 1992, experiencing continuous geometric and geographic growth.

- Green space Professionals
- Highly skilled and experienced team
- Developing long term business relationships.
- Committed to understanding our clients' needs
- Accountability
- High standards of service
- Right mix of landscaping solutions
- Maintain customer satisfaction
- Competitive pricing
- List of References

Landscape Development

- Landscape design/build
- Designs that are created with the long-term beauty of your property in mind
- Intelligent design and coordination that will minimize disruption to your property
- All of our designs are created with maintenance in mind
- Designs that are created with the long-term beauty of your property in mind
- More accurate estimates based on a thorough knowledge of your site and our design
- Coordinated installation of hard and soft-scape, including working with other trades on site
- Fully integrated turn-key service from design to project completion
- A committed work force that derives satisfaction from a job well done

Lawn Maintenance

- When you hire us you are hiring a professional lawn care service.
- All properties maintained by USI are visited on a weekly basis by a quality assurance staff.
- We are a totally complete lawn care service company.
- Teamwork is an important concept we feel gets the job done.

Nursery & Tree farm

- Our more than 75 acres of nursery and tree farms with affiliated partners, combined with our brokerage division help to make **USI** a leader in the design/build industry.
- By maintaining an extensive and wide variety of inventory, we are able to sustain and pass along our competitive pricing.
- Our seasoned quality control staff runs our state-registered nurseries with the aim of surpassing client requirements.
- Thanks to our large fleet of company vehicles, we offer statewide delivery to meet clients' working schedules.

Services Provided

- Green space consultation and total landscape construction
- Nursery wholesale/retail
- Maintenance
- Contract growers and planners
- Designing / Build & Installation
- Irrigation installation and repairs
- Fertilization

Other Services:

- Storm preparation and recovery
- Paver systems installation
- Entry Features
- Hardscape Construction

List of References

- Lakeside Medical Center
\$218,800.00
Belle Glade, Florida
Sept 2009 – Sept. 2012
Maintenance
Glades General Hospital
Nancy O'Neal, LHRM
(561) 996 – 6571

- Villa Regina Condominiums
\$40,800.00
Brickell, Florida
March 2009 – March 2011
Maintenance
Continental Group
Ariel Jaimes Community Association Mgr.
(305) 854 - 1581

- Villa Regina Condominiums
\$163,980.00
Brickell, Florida
Present – Sept – 2008
Landscape Installation
Continental Group
Ariel Jaimes Community Association Mgr.
(305) 854 - 1581

- Jade Residence
\$37,000.00
Brickell, Florida
June 1, 2010 – Present
Maintenance
Continental Group
Silvia Erro Community Association Mgr.
(305) 533 - 1945

List of References

- Belle Glade Hospital
\$429,000.00
Belle Glade, Florida
May 2008 - Present
Landscape Installation
Nabil El-Kalaani, Assistant Project Manager
Skanska USA Building, Inc.
(561) 993 – 0102
- Water Place at Woodmont Condominiums
\$163,000.00
Tamarac, FL
Date Completed: October 2007
Design / Build Installation, Tree Trimming & Irrigation
Harry Bookey
President / CEO, BH Management
(515) 865 - 8261
- Key West Airport Terminal
\$97,000.00
Key West, Florida
Sept. 2008 - Present
Landscape Installation
Bruce Harkness – Project Manager
Morganti Group
(305) 292 – 5969

List of References

- LakeShore Apartments
\$170,583.00
West Palm Beach, FL.
Date Completed: January 2007
Design / Build Installation, Tree Trimming & Irrigation
Harry Bookey
President / CEO, BH Management
(515) 865 – 8261
- Banyan Lakes Condominiums
\$ 1,446,689.00
Boca Raton, FL
Date Completed: 2004 - 2006
Design / Build Installation, Tree Trimming & Irrigation
David Skinner
Vice President, BH Management
(305) 610 – 6591
- Three Palms Apartments
\$ 349,000.00
Lutz, Florida
Date Completed: May 2007
Design / Build Installation, Tree Trimming & Irrigation
David Skinner
Vice President
(305) 610 - 6591
- Preserve at Deer Park
\$ 245,000.00
Lutz, Florida
Date Completed: September 2007
Design / Build Installation, Tree Trimming & Irrigation
David Skinner
(305) 610 - 6591

Walters, Vivian (SBD)

From: Usijoana@aol.com
Sent: Tuesday, October 18, 2011 8:10 PM
To: Walters, Vivian (SBD)
Subject: Landscape & Lawn Maintenance Project No. RQPM1200008
Attachments: Landscape & Maintenance (Project).pdf; USI BIO for Miami Dade SBE.pdf

Dear Mr. Walter,

Thank you for inviting my company to bid your project, Attached is the verification along with a brief bio of my company. I would like for you to visit our web-site www.usilandscaping.com and see some of the work we do.

Once again thank you for the opportunity and look forward to hearing from you in the near the future.

Respectfully Yours,

Yoania C. Masson
USI Corp Landscaping & Nursery
(O) 305.253.6330
(F) 305.253.6331
(C) 305-986-2496
1.888.404.4USI
Web site: www.usilandscaping.com

Consider the environment before printing this email.....

1746 NW 19 Street
Homestead, FL 33030
Ph.: 786-246-2268
Fax: 305-245-8397

**UNIQUE FOLIAGE,
INC.**

Fax

To: Vivian Walters**From:** Edith Diaz**Fax:****Pages:** 10**Phone:****Date:** 10/17/11**Re:****cc:**

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

• **Comments**

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year otr.

The above referenced project is being considered for contract measures in the trade categories of:

- 988-36 - Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- 988-52 - Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

UNIQUE FOLIAGE INC. Certification Expires: 11/31/2012
NAME OF SMALL BUSINESS ENTERPRISE DATE

1746 NW 19 ST HOMESTEAD FL 33030
ADDRESS CITY ZIP CODE

Telephone: 726-246-2268 Bonding Capacity: N/A

EDITH DIAZ - PRESIDENT
PRINT NAME AND TITLE

[Signature] 10/17/11
SIGNATURE OF COMPANY REPRESENTATIVE DATE

DESCRIPTION OF PROJECT

Project Title: Landscape and Lawn Maintenance

Project Number: RQPM1200008

Department: Procurement Management

Estimated Cost: \$90,000.00

SCOPE

The purpose of this solicitation is to establish a contract for the purchase of landscaping and lawn maintenance services for Miami-Dade County. Vendor(s) shall provide routine grounds maintenance including: mowing, edging, mulching, , pruning and trimming trees, removing weeds, fertilizing, cleaning-up, removing trash and litter.

3.2 WORK SCHEDULE

Services may NOT be started before 8:00 A.M.

Vendor(s) shall accomplish all landscape maintenance requirements during the scheduled working hours of each Library. Vendor(s) shall establish a schedule of routine work to be followed at each branch. This schedule must be submitted to the Library department on an annual basis at the start of the contract. The schedule shall include the dates and times for each site for the work listed throughout the solicitation. Vendors shall notify each branch affected or the Library department of any changes in this schedule at least twenty-four (24) hours in advance of the change. Vendor(s) shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets. In order to maintain the property in a uniform appearance, all work shall be completed in a continuous manner. This means that no work should be started at any location which cannot be finished the same or the next day.

3.3 MAINTENANCE TASKS

Vendor(s) shall perform 18 cycles per year unless otherwise indicated by the Site Manager. During the rainy season May through October two (2) cuts per month; during the dry season November through April one (1) cut per month.

A. Turf Mowing

1. Vendor(s) shall remove all litter and debris, including broken glass, rocks, and trash from turf area before mowing.
2. Vendor(s) shall insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be from pavement to pavement including swales in public right-of-ways.
3. Vendor(s) shall use the following mowers:
 - Fuel mowers with rollers on Hybrid Bermuda grass
 - Fuel mowers with rollers or rotary mowers on St. Augustine grass
 - Fuel mowers with rollers, rotary mowers or fail mowers on Bahia grass.

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4. Vendor(s) shall adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
5. Vendor(s) shall perform mowing so that no more than one third (1/3) of the grass blade is removed during mowing in returning the grass to the accepted height.
6. Vendor(s) shall use mower blades that are sharp enough to cut, rather than to tear grass blades.
7. Vendor(s) shall be careful so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities.
8. Vendor(s) shall remove grass clipping and debris caused by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
9. Vendor(s) shall not mow when weather or conditions will result in damaged turf.

B. Turf Trimming

1. Vendor(s) shall trim the grass during, or as an immediate operation following mowing.
2. Vendor(s) shall trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines.
3. Vendor(s) shall trim the grass at the same height as adjacent turf is mowed.
4. Vendor(s) shall trim the grass from around all obstacles and vertical surfaces in the turf such as posts, trees and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

C. Turf Edging

1. Mechanical edging (vertical trimming) of all turf edges is to be used in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios.
2. Turf edging as shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every mowing for uniform appearance.
3. Vendor(s) shall edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle.
4. Vendor(s) shall create the circle on the trees that do not have it.
5. Vendor(s) shall edge the turf approximately 10 inches out from the drip line of shrubs and hedges.

6. Dirt and debris produced by edging or trimming will be removed and swept away from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

D. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover.

E. Shrub, Hedge and Ground Pruning

Vendors shall prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual Site Manager. Planters shall be trimmed and pruned as necessary to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

F. Tree Pruning

Pruning of trees shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Vendor shall consult a certified arborist as any improper pruning practices that result in damage to trees will be the vendor's responsibility.

1. Vendor(s) shall prune tree branches up to seven (7) feet over walkways and in areas designated by user department.
2. Vendor(s) shall prune tree branches up to twelve (12) feet from the ground regardless of size of limb.
3. Vendor(s) shall use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming.
4. Vendor(s) shall cut limbs flush with trunk to promote healing, leaving no stubs.
5. Vendor(s) shall paint with approved tree healing compound all cuts exceeding 1½ inches diameter.
6. Vendor(s) shall remove vines, debris, signs or any other materials attached to the trunk.
7. Vendor(s) shall remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of.
8. Vendor(s) shall remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

G. Mulching

Vendor shall apply brown chip mulch two (2) times a year around as indicated by the user department. Sample of the mulch shall be submitted to the user department for approval prior to installation.

H. Tree and Shrub Replacement

Vendor(s) shall notify the user department immediately after discovery of the following:

1. Dead and damaged plants.
2. Trees or plants that require staking, guying and set-up.
3. Trees that have died or have blown or knocked over.

Damages incurred to existing plants and trees due to the vendors' faulty maintenance or negligence as determined by the user department shall be repaired or replaced at the vendors' expense as follows:

1. Minor tree damage such as bark lost from impact or mowing equipment shall be remedied by the vendor. If damages result in loss of tree, the damaged tree shall be removed and replaced.
2. Minor shrub damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement.

Replacement shall be made by the vendor(s) in the kind and size of tree and condition. Where there is a difference in value between the lost tree and plant and, the replacement, this difference will be deducted from the vendor(s) payment.

Damages resulting from chemical operations, either spray drift, or lateral leaching shall be corrected using the above maintenance practices and the soil conditioned to insure its ability to support plant life.

Vendor(s) shall remove and properly dispose of all dead or injured trees with prior approval from the user department.

I. Weed Control

All landscaped areas within the specified areas including lawns, shrubs and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished every thirty (30) days on a continuing basis, as weeds appear. For the purpose of this specification a weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand, mechanical or chemical methods.

1. Vendor(s) shall mow, trim or edge weeds from turf areas as a part of turf care operations.
2. Vendor(s) shall manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the user department.
3. Vendor(s) shall cut back weeds four (4) times a year, minimum in areas such as ~~cali al banks, drainage areas, or tip-tapped areas.~~

4. Vendor(s) shall remove weeds from walkway curbs, gutter expansion joints, and along fence lines as needed or at least once a month, or as directed by the user department.

J. Disease and Pest Control (reporting requirements)

Vendor(s) shall regularly inspect all landscape areas for presence of disease infestation and shall report it to the user department, within four (4) days. The report shall include the following:

1. Name of the plant affected
2. Name of pest or disease
3. Name of the chemical to be used for treatment
4. Method of application
5. Schedule for applications (Only products approved by the Federal Environmental Protection Agency (EPA) and the State of Florida shall be recommended)

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.4 Fertilization

1. Vendor(s) shall prepare and submit for approval to the user department within ten (10) days after award of this contract, a complete annual maintenance fertilization program for the turf, shrubs, ground cover, flowers, and trees located in various locations that will assure plant growth and health within actual site conditions. The plan will indicate the kinds of fertilizers by guaranteed analysis, and rate of application, method of application, and schedule of applications.
2. Vendor(s) shall notify the user department at least three (3) days in advance of the dates and sites that will be fertilized and the type of fertilizer to be used. Permission to perform this activity must be received before the work can begin.
3. Vendor(s) will insure that the area being fertilized is clearly marked, in order to prevent inconvenience or illness to individuals. All excess fertilizer must be removed before the job is considered complete.
4. Fertilization will include the application of micronutrients (nitrogen, calcium, phosphorous, magnesium, and sulphur) and micronutrients (including iron, copper, molybdenum, zinc, boron) as may be required by specific plants for health and vigor.
5. Vendor(s) shall apply fertilizers by appropriate methods such as surface broadcasting, dry material, drench spray, or setting soluble or liquid material.
6. Vendor(s) shall supply only new fertilizer materials purchased for a specific use.

A representative from the user department may be present during application of fertilizer.

A. Turf Fertilization

The annual maintenance fertilization program presented by the vendor for turf will provide for nutrition of 1) Bermuda grass under irrigation, 2) St. Augustine grass under irrigation, 3) Bermuda grass not under irrigation. The annual maintenance fertilization program will be prepared in accordance with recommendations contained in the Florida Cooperative Extension Service, University of Florida publication: General Recommendation for Fertilization of Turf Grasses in Florida Soils #5-3M-79.

1. Minimum specification for annual fertilization of St. Augustine grass under irrigation are:
 - a. Application of 16-4-8 acid-loving, sulfur coated urea (SCU) fertilizer at the rate of 6 pounds per 1,000 square feet of turf.
 - b. Frequency for application of fertilization shall be twice (2 times) per year.
2. Minimum specification for annual fertilization of St. Augustine not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and three (3) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of applications: two (2); one (1) in March or April, and the other in October or November, shall be "complete mix fertilizer" containing nitrogen, phosphorous and potash, with at least 25% of nitrogen in organic form.
3. Minimum specifications for annual fertilization of Bermuda grass not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and two (2) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of application: one (1) at the beginning of rainy season (May) shall be "complete mix fertilizer" containing nitrogen, phosphorous, and potash, with at least 80% of nitrogen in organic form.

B. Shrubs, Ground Covers, Flower Beds and Hedges Fertilization

Shrubs ground covers, flower beds and hedges shall be fertilized with 6 pounds per 1,000 square feet of organic with Milorganite or approved equal fertilizer applied in April and in September.

Manufacturer's brand name is used for the sole purpose of establishing minimum requirement of level of quality, standards of performance and is in no way intended to prohibit the bidding of other manufacturers. Fertilization applications will be made by measured broadcasting of dry material, or measured spray or drench application of soluble or liquid material.

C. Trees / Palms Fertilization

Trees and palms shall be fertilized in April or May and September. Trees shall be fertilized with 3 pounds of 15-5-8 granular release fertilizer per inch of tree diameter at breast height broadcast evenly under the drip line of the tree. Palms shall be fertilized with 10-5-5 special palm fertilizer, containing necessary micro and macro elements at a ratio of (3) pounds per palm up to six (6) feet in height and up to but not more than ten (10) pounds for larger palms.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.5 Gardening Services

A. Gardening services are to be performed including the following:

1. Vendor(s) shall hand weed all the flower beds, mulched areas and planters
2. Vendor(s) shall trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the user departments' instructions.
3. Vendor(s) shall remove the dead branches and canes. Vendor(s) shall remove forced suckers.

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4. Vendor(s) shall blow the leaves from all flower beds and mulches areas.
 5. Vendor(s) shall maintain the swale areas.
- B. The butterfly garden at the Coral Gables Branch needs special care in order not to disturb the balance between the butterfly's and the plants that they feed from / are attracted to
- Vendors shall do selective pruning at each visit or as required.
- C. The maintain a man made pond at the Key Biscayne Branch requires regular cleaning, removal of surface debris with every visit and twice a year removal of the bottom waste that needs to be dredged, cleaned of debris in order to maintain the current ecosystem which inhabits the area.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

*This information is REQUIRED along with the signed Verification Form

QUESTIONNAIRE

The Division of Small Business Development (SBD) is requesting information on the Bidder's experience and capability to provide services requested under this project. The questions represent a list of minimum requirements that must be answered by the bidder and aids SBD in realizing the maximum opportunity in identifying a goal.

Provide the number of years that your firm has been in existence and the primary market(s) served / serve.

8 YEARS SINCE 2003
WE BECAME INCORPORATED IN 2007

Provide a detailed description of at least three (3) comparable contracts which your firm has (either) ongoing or completed within the past five (5) years that relates to the scopes of work detailed in this project

- a. Name of Client: UCB PROPERTY MGMT
Contract duration 2 YRS
Contact name and number SANDRA RISHMAGUE 305.398-9065
- b. Name of Client: WESTIN CARL GABLES
Contract duration 5 YRS
Contact name and number DAVID CORTINA 305-569-6520
- c. Name of Client: PAN AMERICAN G.
Contract duration 2006 - 2011
Contact name and number LUPE GONZALEZ 305-461-0563

Please provide any additional information that supports your ability to quality for award of subject contract.

RESTAURANTS: DOLores LOLITA > OUTSIDE PLANTS
CRAZY ABOUT YOU > MAINTENANCE
CARLOS GILAN OR NINA: 305-403-3103

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VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1st STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

I am herewith submitting this letter of verification of availability and capability to bid at such time as this project is advertised. (NOTE: Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year opt.

The above referenced project is being considered for contract measures in the trade categories of:

- 988-36 - Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- 988-52 - Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

Ynigo Landscaping and
NAME OF SMALL BUSINESS ENTERPRISE
Lawn Services, Inc.
Certification Expires: _____ DATE
20280 SW 190th Str. Miami FL. 33187
ADDRESS CITY ZIP CODE

Telephone: 305-971-9853 Bonding Capacity: N/A

Pedro Ynigo
PRINT NAME AND TITLE
President.

[Signature]
SIGNATURE OF COMPANY REPRESENTATIVE

10-18-11
DATE

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DESCRIPTION OF PROJECT

Project Title: Landscape and Lawn Maintenance
Project Number: RQPM1200008
Department: Procurement Management
Estimated Cost: \$90,000.00

SCOPE

The purpose of this solicitation is to establish a contract for the purchase of landscaping and lawn maintenance services for Miami-Dade County. Vendor(s) shall provide routine grounds maintenance including: mowing, edging, mulching, , pruning and trimming trees, removing weeds, fertilizing, cleaning-up, removing trash and litter.

3.2 WORK SCHEDULE

Services may NOT be started before 8:00 A.M.

Vendor(s) shall accomplish all landscape maintenance requirements during the scheduled working hours of each Library. Vendor(s) shall establish a schedule of routine work to be followed at each branch. This schedule must be submitted to the Library department on an annual basis at the start of the contract. The schedule shall include the dates and times for each site for the work listed throughout the solicitation. Vendors shall notify each branch affected or the Library department of any changes in this schedule at least twenty-four (24) hours in advance of the change. Vendor(s) shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets. In order to maintain the property in a uniform appearance, all work shall be completed in a continuous manner. This means that no work should be started at any location which cannot be finished the same or the next day.

3.3 MAINTENANCE TASKS

Vendor(s) shall perform 18 cycles per year unless otherwise indicated by the Site Manager. During the rainy season May through October two (2) cuts per month; during the dry season November through April one (1) cut per month.

A. Turf Mowing

1. Vendor(s) shall remove all litter and debris, including broken glass, rocks, and trash from turf area before mowing.
2. Vendor(s) shall insure a smooth surface appearance without scalping or leaving any "missed" uncut grass. Mowing shall be from pavement to pavement including swales in public right-of-ways.
3. Vendor(s) shall use the following mowers:
 - Reel mowers with rollers on Hybrid Bermuda grass
 - Reel mowers with rollers or rotary mowers on St. Augustine grass
 - Reel mowers with rollers, rotary mowers or fail mowers on Bahia grass.

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4. Vendor(s) shall adjust mowers to the proper cutting height and level for the kind of grass and current condition of the turf. Mower blade height adjustment is to be measured from a level floor surface to the parallel and level plane of the mower blade.
5. Vendor(s) shall perform mowing so that no more than one third (1/3) of the grass blade is removed during mowing in returning the grass to the accepted height.
6. Vendor(s) shall use mower blades that are sharp enough to cut, rather than to tear grass blades.
7. Vendor(s) shall be careful so as not to "batik" trees or shrubs, or to intrude into ground cover beds, or damage sprinkler heads, curbs and other facilities.
8. Vendor(s) shall remove grass clipping and debris caused by mowing or trimming from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowed or trimmed.
9. Vendor(s) shall not mow when weather or conditions will result in damaged turf.

B. Turf Trimming

1. Vendor(s) shall trim the grass during, or as an immediate operation following mowing.
2. Vendor(s) shall trim the grass by hand, hand power shear or rotary nylon "fish cutting" machines.
3. Vendor(s) shall trim the grass at the same height as adjacent turf is mowed.
4. Vendor(s) shall trim the grass from around all obstacles and vertical surface in the turf such as posts, trees and walls and around sprinkler heads and other irrigation system fixtures to assure their proper water delivery function.

C. Turf Edging

1. Mechanical edging (vertical trimming) of all turf edges is to be used in all areas including abutting sidewalks, flush paved surfaces, curbs, drives and patios.
2. Turf edging as shrub beds, flower beds, ground cover beds, hedges, or around trees (where "edging" rather than "trimming") is directed shall be edged with a manual or mechanical edger to a neat vertical uniform line, after every mowing for uniform appearance.
3. Vendor(s) shall edge the turf approximately 18 inches around all trees that are in the lawn area creating a circle.
4. Vendor(s) shall create the circle on the trees that do not have it.
5. Vendor(s) shall edge the turf approximately 10 inches out from the drip line of shrubs and hedges.

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6. Dirt and debris produced by edging or trimming will be removed and swept away from adjacent surfaces, from gutters and road surfaces adjacent to roadway medians and scales, on the same day as cut.

D. Ground Cover Edging

Ground cover beds shall be maintained within their extended bounds and shall not be permitted to encroach into lawns, shrubs' beds or adjacent areas, at the same frequency as mowing for uniform appearance. Wood chips, mulch, gravel and ornamental rocks shall be considered as ground cover.

E. Shrub, Hedge and Ground Pruning

Vendor(s) shall prune all shrubs, hedges and ground cover plants growing in the work area, at the same frequency for uniform appearance, to maintain plants in a healthy, growing condition and to maintain plant growth within reasonable bounds to prevent encroachment of passageways, walks, streets, views of signs or in any manner deemed objectionable by the individual Site Manager. Planters shall be trimmed and pruned as necessary to provide a uniform appearance. Wood chips, mulch, gravel and ornamental rock shall be included and considered as ground cover. This type of ground cover will also be maintained within its intended bounds and not permitted to encroach into lawns, or adjacent areas.

F. Tree Pruning

Pruning of trees shall consist of the removal of dead and/or broken branches, suckers or sprouts from tree base or below; and pruning to prevent encroachment of branches over streets, into private property, obscuring view of signs or traffic, particularly at road intersection, or interference with lighting, etc. Trees up to a height of 12 feet shall be included. Vendor shall consult a certified arborist as any improper pruning practices that result in damage to trees will be the vendor's responsibility.

1. Vendor(s) shall prune tree branches up to seven (7) feet over walkways and in areas designated by user department.
2. Vendor(s) shall prune tree branches up to twelve (12) feet from the ground regardless of size of limb.
3. Vendor(s) shall use clean sharp cutting tools designed for pruning; do not use machetes for any pruning or trimming.
4. Vendor(s) shall cut limbs flush with trunk to promote healing, leaving no stubs.
5. Vendor(s) shall paint with approved tree healing compound all cuts exceeding 1½ inches diameter.
6. Vendor(s) shall remove vines, debris, signs or any other materials attached to the trunk.
7. Vendor(s) shall remove dead or broken branches, including dead palm fronds (12 feet high or under) from palm trees and dispose of.
8. Vendor(s) shall remove all tree cuttings and dead palm tree fronds from sites on the same day they are cut.

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G. Mulching

Vendor shall apply brown chip mulch two (2) times a year around as indicated by the user department. Sample of the mulch shall be submitted to the user department for approval prior to installation.

H. Tree and Shrub Replacement

Vendor(s) shall notify the user department immediately after discovery of the following:

1. Dead and damaged plants.
2. Trees or plants that require staking, guying and set-up.
3. Trees that have died or have blown or knocked over.

Damages incurred to existing plants and trees due to the vendors' faulty maintenance or negligence as determined by the user department shall be repaired or replaced at the vendors' expense as follows:

1. Minor tree damage such as bark lost from impact or mowing equipment shall be remedied by the vendor. If damages result in loss of tree, the damaged tree shall be removed and replaced.
2. Minor shrub damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement.

Replacement shall be made by the vendor(s) in the kind and size of tree and condition. Where there is a difference in value between the lost tree and plant and, the replacement, this difference will be deducted from the vendor(s) payment.

Damage resulting from chemical operations, either spray drift, or lateral leaching shall be corrected using the above maintenance practices and the soil conditioned to insure its ability to support plant life.

Vendor(s) shall remove and properly dispose of all dead or injured trees with prior approval from the user department.

I. Weed Control

All landscaped areas within the specified areas including lawns, shrubs and ground cover beds, planters, swales, walkways, gutters and areas covered with gravel rock or wood chips shall be kept free of weeds at all times. A complete removal of all weed growth shall be accomplished every thirty (30) days on a continuing basis, as weeds appear. For the purpose of this specification a weed will be considered as any undesirable or misplaced plant. Weeds shall be controlled either by hand, mechanical or chemical methods.

1. Vendor(s) shall mow, trim or edge weeds from turf areas as a part of turf care operations.
2. Vendor(s) shall manually remove weeds from shrubs, hedges, ground cover or flower beds, unless chemical or mechanical means are specifically authorized by the user department.
3. Vendor(s) shall cut back weeds four (4) times a year, minimum in areas such as canal banks, drainage areas, or rip-rapped areas.

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4. Vendor(s) shall remove weeds from walkway curbs, gutter expansion joints, and along fence lines as needed or at least once a month, or as directed by the user department.

J. Disease and Pest Control (reporting requirements)

Vendor(s) shall regularly inspect all landscape areas for presence of disease infestation and shall report it to the user department, within four (4) days. The report shall include the following:

1. Name of the plant affected
2. Name of pest or disease
3. Name of the chemical to be used for treatment
4. Method of application
5. Schedule for applications (Only products approved by the Federal Environmental Protection Agency (EPA) and the State of Florida shall be recommended)

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.4 Fertilization

1. Vendor(s) shall prepare and submit for approval to the user department within ten (10) days after award of this contract, a complete annual maintenance fertilization program for the turf, shrubs, ground cover, flowers, and trees located in various locations that will assure plant growth and health within actual site conditions. The plan will indicate the kinds of fertilizers by guaranteed analysis, and rate of application, method of application, and schedule of applications.
2. Vendor(s) shall notify the user department at least three (3) days in advance of the dates and sites that will be fertilized and the type of fertilizer to be used. Permission to perform this activity must be received before the work can begin.
3. Vendor(s) will insure that the area being fertilized is clearly marked, in order to prevent inconvenience or illness to individuals. All excess fertilizer must be removed before the job is considered complete.
4. Fertilization will include the application of micronutrients (nitrogen, calcium, phosphorous, magnesium, and sulphur) and micronutrients (including iron, copper, manganese, molybdenum, zinc, boron) as may be required by specific plants for health and vigor.
5. Vendor(s) shall apply fertilizers by appropriate methods such as surface broadcasting, dry material, drench spray, or bedding soluble or liquid material.
6. Vendor(s) shall supply only new fertilizer materials purchased for a specific use.

A representative from the user department may be present during application of fertilizer.

A. Turf Fertilization

The annual maintenance fertilization program presented by the vendor for turf will provide for nutrition of 1) Bermuda grass under irrigation, 2) St. Augustine grass under irrigation, 3) Bermuda grass not under irrigation. The annual maintenance fertilization program will be prepared in accordance with recommendations contained in the Florida Cooperative Extension Service, University of Florida publication: General Recommendation for Fertilization of Turf Grasses in Florida Soils #5-3M-79.

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1. Minimum specification for annual fertilization of St. Augustine grass under irrigation are:
 - a. Application of 16-4-8 acid-loving, sulfur coated urea (SCU) fertilizer at the rate of 6 pounds per 1,000 square feet of turf.
 - b. Frequency for application of fertilization shall be twice (2 times) per year.
2. Minimum specification for annual fertilization of St. Augustine not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and three (3) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of applications: two (2); one (1) in March or April, and the other in October or November, shall be "complete mix fertilizer" containing nitrogen, phosphorous and potash, with at least 25% of nitrogen in organic form.
3. Minimum specifications for annual fertilization of Bermuda grass not under irrigation are:
 - a. Apply three (3) pounds of actual nitrogen; one (1) pound of phosphoric acid, and two (2) pounds of potash per 1,000 square feet of turf per year.
 - b. Frequency of application: one (1) at the beginning of rainy season (May) shall be "complete mix fertilizer" containing nitrogen, phosphorous, and potash, with at least 80% of nitrogen in organic form.

B. Shrubs, Ground Covers, Flower Beds and Hedges Fertilization

Shrubs, ground covers, flower beds and hedges shall be fertilized with 6 pounds per 1,000 square feet of organic with Milorganite or approved equal fertilizer applied in April and in September.

Manufacturer's brand name is used for the sole purpose of establishing minimum requirement of level of quality, standards of performance and is in no way intended to prohibit the bidding of other manufacturers.

Fertilization applications will be made by measured broadcasting of dry material, or measured spray or drench application of soluble or liquid material.

C. Trees / Palms Fertilization

Trees and palms shall be fertilized in April or May and September. Trees shall be fertilized with 3 pounds of 15-5-8 granular release fertilizer per inch of tree diameter at breast height broadcast evenly under the drip line of the tree. Palms shall be fertilized with 10-5-5 special palm fertilizer, containing necessary micro and macro elements at a ratio of (3) pounds per palm up to six (6) feet in height and up to but not more than ten (10) pounds for larger palms.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

3.5 Gardening Services

A. Gardening services are to be performed including the following:

1. Vendor(s) shall hand weed all the flower beds, mulched areas and planters.
2. Vendor(s) shall trim all the decorative hedges with a trimmer made to trim delicate hedges not with a modified saw or weed hacker. The height and shape will change periodically as per the user departments' instructions.
3. Vendor(s) shall remove the dead branches and canes. Vendor(s) shall remove forced suckers.

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4. Vendor(s) shall blow the leaves from all flower beds and mulches areas.
 5. Vendor(s) shall maintain the swale areas.
- B. The butterfly garden at the Coral Gables Branch needs special care in order not to disturb the balance between the butterfly's and the plants that they feed from / are attracted to.
- Vendors shall do selective pruning at each visit or as required.
- C. The maintain a man made pond at the Key Biscayne Branch requires regular cleaning, removal of surface debris with every visit and twice a year removal of the bottom waste that needs to be dredged, cleaned of debris in order to maintain the current ecosystem which inhabits the area.

Do you have prior experience satisfying the above stated? Yes ☒ No ☐

*This information is REQUIRED along with the signed Verification Form

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QUESTIONNAIRE

The Division of Small Business Development (SBD) is requesting information on the Bidder's experience and capability to provide services requested under this project. The questions represent a list of minimum requirements that must be answered by the bidder and aids SBD in realizing the maximum opportunity in identifying a goal.

Provide the number of years that your firm has been in existence and the primary market(s) served / serve.

In business since 1995 & serviced Miami Dade Public Library,
Miami Dade water and sewer,
Miami Dade Police Department.

Provide a detailed description of at least three (3) comparable contracts which your firm has (either) ongoing or completed within the past five (5) years that relates to the scopes of work detailed in this project

- a. Name of Client: Miami Dade Public Library
Contract duration 5 years
Contact name and number Leo Gomez 305-375-5051
- b. Name of Client: Miami Dade water and sewer
Contract duration 5 years
Contact name and number Jose Martin (786) 552-8569.
- c. Name of Client: Miami Dade Police Department
Contract duration 4 years
Contact name and number Joe Shwagger (305) 471-1760

Please provide any additional information that supports your ability to quality for award of subject contract.

HOWARD

HOWARD SEAL

LANDCLEARING INC.

SEAL COATING & LAND CLEARING

6600 N.W. 27TH AVE

SUITE #205 MIAMI, FL 33147

OFFICE #305-693-8972

FAX #305-693-8985

COMPANY NAME

ATTN:

FAX#

REF#

TOTAL PAGES

*Vivian Dade City Business
Walters Develop*

305-375-3160

Verification of Availability

2

PLEASE CONFIRM RECEIPT

THANK YOU

PO Box 470785, Miami, FL 33147

Office: 305-693-8972 • Fax: 305-693-8985 • Call: 305-693-8985

VERIFICATION OF AVAILABILITY

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
COMMUNITY BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19TH FLOOR
MIAMI, FLORIDA 33128

PROGRAM COORDINATOR: MR. VIVIAN WALTERS, JR.

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CONTRACT TITLE AND NUMBER: Landscape and Lawn Maintenance

RQPM1200008

CONTRACT ESTIMATED AMOUNT: \$90,000.00 (one (1) year with one (1) year otr.

The above referenced project is being considered for contract measures in the trade categories of:

- 988-36 - Grounds Maintenance: Mowing, Edging, Plant (not tree) Trimming
- 988-52 - Landscaping (including Design, Fertilizing, Planting, but not Grounds Maintenance or Tree Trimming Services)

Howard Seacoating AND LAND CLEARING, INC
NAME OF SMALL BUSINESS ENTERPRISE Certification Expires: 6-30-2012
DATE
6600 N.W. 27 Ave #205 Miami, Fla
ADDRESS CITY ZIP CODE 33147

Telephone: 3056938972 Bonding Capacity: N/A

LEON HAWAN
PRINT NAME AND TITLE

[Signature]
SIGNATURE OF COMPANY REPRESENTATIVE
10-14-2011
DATE